

What is learner malpractice?

Malpractice is any deliberate activity, neglect, default or other practice that compromises the integrity of the assessment process and/or the validity of certificates. Malpractice can involve learners, centre staff or others.

Learner Malpractice is **any attempt to compromise the integrity of assessment by learners themselves.**

Assessors and verifiers must be able to **authenticate** all the assessment evidence you produce. This means that they can be sure that you have produced the evidence yourself without undue assistance from anyone, and that the evidence is representative of your achievement.

What happens if I find malpractice?

The centre where you are delivering Certa units or qualifications will have a policy on malpractice, which will outline the penalties.

If anything submitted for assessment is not authentic, learners must not be able to achieve that unit without producing new evidence.

Always **make sure you tell your Internal Verifier** about malpractice. Never let the learner resubmit without keeping a clear record of what has happened.

We recommend that you inform the learner about the malpractice finding **in writing** in case of a later appeal against the decision.



There are five main types of Learner Malpractice:

Collusion is the preparation or production of work for assessment jointly with another person

Impersonation is where someone other than the learner prepares the work submitted for assessment.

Plagiarism is the use, without acknowledgement, of the intellectual work of other people, and the act of representing the ideas or discoveries of another as one's own in written work submitted for assessment.

Misconduct in tests or examinations includes having access, or attempting to gain access, to any books, notes, telephones, internet-connected devices, or any other material which has not been supplied or authorised by the invigilator under test conditions

Fabrication of results or observations in practical or project work.

For more information, see [Certa's Learner Malpractice Policy](#).

We also recommend the guidance developed by Ofqual and Plagiarism Advice at

<http://www.plagiarismadvice.org/resources/teaching-resources/item/plagiarism-teachers>