

# Malpractice and Plagiarism Policy

## Introduction

Osborne Training Services (OTS) are committed to safeguarding its reputation for the quality and credibility of its training courses, therefore any allegations of malpractice will be investigated consistently, fairly, and impartially.

## Definitions

**Malpractice** is defined as 'any deliberate activity, neglect, default or other practice that compromises or could compromise the assessment process, the integrity of a qualification, the validity of a result or certificate, the reputation and credibility of the awarding body, or the qualification or the wider qualifications community'.

**Maladministration** is defined as 'any activity, neglect, default or other practice that results in the course provider or candidate not complying with the specified requirements for delivery of qualifications and as set out in the relevant codes of practice where applicable'.

**Candidate Malpractice** means malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any controlled assessments, the presentation of any practical work and the writing of any question paper response.

**Plagiarism** is the "wrongful appropriation" and "stealing and publication" of another authors "language, thoughts, ideas, or expressions" and the representation of them as one's own original work

## Responsibilities

It is the responsibility of OTS to:

- Ensure that candidates are aware of NEBOSH and IOSH policy and procedures on malpractice and plagiarism.
- Report to NEBOSH at the earliest opportunity all suspicions or actual incidents of malpractice or plagiarism.
- Supervise personally all investigations resulting from an allegation of malpractice.
- Ensure that if it is necessary to delegate an investigation to a member of staff, the member of staff chosen is independent and not connected to the department involved in the suspected malpractice. This is to avoid conflicts of interest which can otherwise compromise the investigation.
- Respond in a timely manner and openly to all requests for an investigation into an allegation of malpractice, as this is in the best interests of accredited course provider staff, candidates and any others involved.
- Co-operate and ensure their staff co-operate fully with an enquiry into an allegation of malpractice, whether the accredited course provider is directly involved in the case or not;
- Inform staff members and candidates of their individual responsibilities and rights as set out in these guidelines.
- Pass on to the individuals concerned any warnings or notifications of penalties and ensure compliance with any requests made by NEBOSH or IOSH as a result of an accredited course provider staff malpractice case.
- Retain the following records for three years (or five years in an investigation involving criminal activity):
  - A report containing a statement of the facts, a detailed account of the

circumstances of alleged malpractice and details of any investigations carried out by the accredited course provider into the suspected case of candidate(s) malpractice;

- Written statements from accredited course provider staff and candidate(s) involved;
- Any work of the candidate(s) and internal assessment records relevant to the investigation;
- Details of any remedial action taken to ensure the integrity of certification now and in the future.