

MALPRACTICE ASSESSMENT PROCEDURE

PROPERTYMARK QUALIFICATIONS FORMERLY KNOWN AS NF_oPP AWARDING BODY

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification.

Propertymark Qualifications does not tolerate actions (or attempted actions) of malpractice by:

Candidates or test centres in connection with Propertymark Qualifications.

Propertymark Qualifications may impose penalties and/or sanctions on candidates or test centres where incidents (or attempted incidents) of malpractice have been proven.

Introduction

Propertymark Qualifications are vigilant with regards to examination malpractice and where malpractice occurs it must be dealt with in an open and fair manner.

This policy on malpractice aims to:

- Define malpractice in the context of assessment and certification for all qualifications
- Set out the rights and responsibilities, with regard to malpractice, of the candidate, test centre and Propertymark Qualifications.

In the interest of candidates and test centre staff, centres need to respond effectively and openly to all requests for an investigation into an incident or a suspected incident of malpractice. Invigilators within the test centres will report any incidents of suspected malpractice to Propertymark Qualifications.

Propertymark Qualifications reserves the right, in suspected cases of malpractice, to withhold the issuing of results/certificates while an investigation is in progress. Depending on the outcome of the investigation results/certificates may be released or withheld.

Candidate Malpractice

Attempting to or actually carrying out any malpractice activity is not permitted by PropertyMark Qualifications. The following are examples of malpractice by candidates; this list is not exhaustive and other instances of malpractice may be considered by PropertyMark Qualifications:

- Plagiarism by copying and passing off, as the candidate's own, the whole or part(s) of another person's work, including images, words, computer generated work (including Internet sources), thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission. This statement is true with regards to all qualifications which involve candidates producing materials.
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.
- Fabrication of results and/or evidence.
- Failing to abide by the instructions or advice of an assessor, a supervisor, an invigilator, or PropertyMark Qualifications conditions in relation to the assessment/examination/test rules, regulations and security.
- Misuse of assessment/examination materials.
- Introduction and/or use of unauthorised material contra to the requirements of the supervised assessment/examination/test conditions. Examples include own notes, study guides, personal organisers, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar electronic devices.
- Obtaining, receiving, exchanging or passing on information which could be assessment/examination/test related (or the attempt to) by means of talking or written papers/notes during supervised assessment/examination/test conditions.
- Behaving in such a way as to undermine the integrity of the assessment/examination/test.
- The alteration of any results document, including certificates.
- Academic misconduct to gain an unfair advantage.

Investigating alleged Malpractice

When dealing with alleged malpractice in a test centre where e-assessment methods have been used, Propertymark Qualifications will deal primarily with the organisation who manages the test centres on our behalf. Propertymark Qualifications may require full access to a test centre for investigation purposes.

When dealing with alleged malpractice during a written examination, Propertymark Qualifications will deal primarily with the invigilators who ran the examination.

As part of the investigation, Propertymark Qualifications retains the right to:

- Involve the candidate and others in the investigation process
- Deal with the candidate (if aged 18 or above) and/or the candidate's representative.

During the investigation period, Propertymark Qualifications may:

- Withhold the release of results/certificates
- Withhold test/examination papers if the security of a test/examination is considered at risk

Pending the outcome of the investigation.

If malpractice is discovered by a Propertymark Qualifications representative (e.g. invigilator, moderator) or has been reported directly to Propertymark Qualifications by a third party, Propertymark Qualifications will conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will require the full support of all personnel linked to the allegation.

Dealing with malpractice

It is the responsibility of Propertymark Qualifications or their nominees to carry out an investigation into allegations of malpractice. The alleged incident must be reported to Propertymark Qualifications within 10 working days.

Propertymark Qualifications reserves the right to carry out an independent investigation in full under any circumstances of alleged malpractice relating to a test centre and full cooperation from the centre will be expected.

Propertymark Qualifications reserves the right to access any documents held in relation to the alleged malpractice. Also, as required by the regulator, Propertymark Qualifications may report to the regulatory authority's certain cases (e.g. where members of staff are found to have committed malpractice) and include details of the action taken by the Propertymark Qualifications Appeals and Disciplinary Panel. It may be necessary during this process to notify the funding authorities and for Propertymark Qualifications to share information with other Awarding Bodies. Propertymark Qualifications may have to notify the police in some cases of malpractice.

Penalties and sanctions applied by Propertymark Qualifications

Where malpractice against a test centre member of staff/candidate is proven, Propertymark Qualifications will consider whether the integrity of its assessments/examinations/test might be jeopardised if the centre/member of staff/candidate in question were to be involved in future Propertymark Qualifications assessments/examinations/tests. Propertymark Qualifications may take action to protect the integrity of its assessments/examinations/tests in the future. This action may include:

- Propertymark Qualifications reserving the right to refuse to issue or withdraw certificates.

Appeals

It is the responsibility of Propertymark Qualifications or their nominees to carry out an investigation into allegations of malpractice. The alleged incident must be reported to Propertymark Qualifications within 10 working days.

This procedure is in line with regulatory criteria by Propertymark Qualifications regulators.