

## Academic Offence Policy Overview

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#### 1. Introduction

Maintaining the credibility and integrity of all qualifications impacts on all participants whatever their role, eg teacher, learner, administrator, invigilator, etc. There are processes in place to ensure a consistent and fair approach and these must be followed to allow fairness and equality.

All staff (including the senior management) and learners at Brockenhurst College have a statutory and ethical responsibility for ensuring that there is no malpractice and/or maladministration in any of the assessment, examinations or internal quality assurance processes that occur as a result of a learner participating in a course of study at the College. This policy defines academic offence and lays out the steps that will be taken if there is any indication of an academic offence. This is an overarching policy, does not stand alone and should be read in conjunction with

- Staff Disciplinary Policy
- Learner Disciplinary Policy
- Assessment and Verification Handbook
- Equality and Diversity Policy
- Plagiarism Policy
- Set Work Submission Procedure
- Assessment Malpractice Policy
- Progression Policy
- Cause for Concern
- Recognition of Prior Learning
- Conflict of Interest
- Professional Code of Conduct

#### 2. Objectives

The objectives of this policy are

- to define an academic offence

- to ensure that the actions of all learners and staff are compliant with JCQ (Joint Council for Qualifications) and all Awarding Organisation/Body requirements
- to explain 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
- to set out penalties and consequences for all non-compliant actions by learners and staff
- to ensure all processes in place ensure the quality of the programme through the implementation of robust and rigorous policies and procedures
- for all learners to understand the seriousness and consequences of behaving in a way that is not compliant with all listed policies and procedures

### **3. Definition**

A deliberate act by staff or learners which gives a learner an advantage over others and allows achievement where it has been earned through illegitimate actions is termed an academic offence.

Brockenhurst College takes the integrity of all qualifications seriously and has in place policies and procedures which legislate for any misdemeanors.

### **4. Communication**

This policy with all other relevant policies will be on ebrock with access by all learners, parents/guardians (where appropriate) and staff. Information about these policies will be communicated to all learners in the most appropriate way for their programme (e.g. 16-19 Study Programme, HE and Apprentice inductions).

It is the responsibility of all learners to ensure they read all associated policies and understand the content. Tutors will be happy to answer any questions.