



Malpractice, Maladministration, and Plagiarism Policy

Reviewed by:	Richard Fihosy / Claire Ames
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Policy Statement

At AS2Educate, we are committed to promoting a culture of honesty, fairness, and responsibility across all areas of learning and assessment. This policy outlines our trauma-informed approach to preventing, recognising, and responding to malpractice, maladministration, and plagiarism, while maintaining dignity, transparency, and support for all involved.

This policy applies to all staff and students engaged in teaching, learning, support, and assessment within AS2Educate.

Our Trauma-Informed Ethos

We recognise that some behaviours related to academic dishonesty may stem from stress, anxiety, trauma, or unmet learning needs. Therefore, our responses will:

- Seek to understand the root cause of behaviour
- Prioritise support and education over punishment
- Use restorative conversations to rebuild trust and responsibility
- Be fair, proportionate, and reflective of individual circumstances

1. Definitions

Malpractice

Any act of dishonesty or misconduct during an assessment or evaluation that may compromise its integrity. This includes but is not limited to:

- Cheating during exams or assessments
- Colluding with others to submit shared work as individual
- Plagiarising another's work without credit
- Falsifying data, information, or evidence
- Impersonating another student in an assessment
- Any behaviour that seeks to gain unfair academic advantage

Maladministration

Any failure in the management or delivery of assessments or administrative systems that may lead to unfair outcomes or breaches of procedure. Examples include:

- Inaccurate recording of grades or attendance
- Failure to provide reasonable adjustments
- Poor communication that disadvantages students or staff
- Inequitable allocation of resources or support
- Breaches in assessment processes or timelines

Plagiarism

The act of presenting someone else's ideas, words, or work as one's own without appropriate acknowledgment. This may include:

- Copying text without citation
- Paraphrasing without credit
- Submitting another person's work as your own
- Omitting sources used in research or assignments
- Any act that breaches academic honesty or copyright

2. Preventing Malpractice and Plagiarism



AS2Educate will actively support students and staff to uphold integrity by:

- Providing clear guidance on academic honesty and ethical conduct
- Offering lessons, workshops, or mentoring on avoiding plagiarism and referencing correctly
- Giving students opportunities to practice and improve study and research skills
- Providing reasonable adjustments to reduce assessment-related stress
- Equipping staff with training on how to identify and manage misconduct supportively and fairly

3. Detection and Reporting

Anyone who becomes aware of potential malpractice, maladministration, or plagiarism is encouraged to report it confidentially to a senior member of staff. AS2Educate will:

- Treat all concerns seriously and fairly
- Approach investigations with discretion, care, and respect for all parties
- Ensure that the learner or staff member has a chance to share their perspective
- Involve parents/carers where appropriate

4. Investigations and Responses

Investigations will be led by a designated senior member of staff, following a trauma-informed process. This includes:

- Maintaining student dignity and privacy
- Exploring underlying causes (e.g. stress, misunderstanding, lack of support)
- Providing emotional support where needed

If malpractice is confirmed, we will work to balance restorative learning with accountability.

5. Possible Outcomes and Sanctions

Consequences will be proportionate and may include:

For Students:



- A supportive conversation to explain the issue and expectations
- A verbal or written warning
- Opportunity to resubmit the work with guidance
- Mark adjustment in line with awarding body guidance
- In serious or repeated cases, involvement of external awarding bodies
- A restorative plan and further mentoring

For Staff:

- Supportive reflection and retraining
- Formal warning for serious breaches
- Adjustments to roles or responsibilities in assessment administration
- Referral to HR and, where necessary, external authorities

6. Review and Continuous Improvement

This policy will be reviewed annually and whenever there are updates to awarding body guidelines or significant incidents. Feedback from staff, students, and stakeholders will be used to strengthen procedures and build a culture of trust, responsibility, and fairness.

Conclusion

AS2Educate is committed to helping all learners grow in confidence, accountability, and independence. This policy reflects our belief that maintaining academic and ethical standards can be achieved without shame or exclusion — through understanding, dialogue, and high expectations rooted in care.

All staff and students are expected to read, understand, and uphold this policy as part of our shared commitment to ethical learning.