

Learner Malpractice Policy

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

Overview

The Institute of Swimming, Tutor/Assessors and Internal Verifiers (IVs) must be vigilant regarding malpractice and where malpractice occurs it will be dealt with in an open and fair manner.

It is expected that Institute of Swimming learners, Tutor/Assessors and/or IVs respond effectively and openly to all requests of an investigation into an incident or a suspected incident of malpractice.

The Institute of Swimming are required to inform learners suspected of malpractice of their responsibilities and rights, and inform all parties of the investigation of the alleged incident. In the event that malpractice is suspected by Tutor/Assessors and/or IVs, the issue should be referred directly to the Institute of Swimming Quality Team.

Attempting to or actually carrying out any malpractice activity is not permitted. The following are examples of malpractice; this list is not exhaustive and other instances of malpractice may be considered by the Institute of Swimming at its discretion:

- Plagiarism
- Impersonation in an examination or test
- Fabrication of results
- Introduction of unauthorised material
- Behaving in such a way as to undermine the integrity of the assessment
- The alteration of any results document including certificates

The IoS have a duty to investigate all cases of malpractice with all parties concerned. If an investigation finds evidence of maladministration, the IoS will take the necessary steps to ensure that your interest as a learner is protected as far as is reasonably practicable. This may include making arrangements for reassessment. If the investigation reveals that certification is inappropriate the IoS will take the necessary steps to revoke the certification in order to protect the health, safety and welfare of the public.

The investigation process

During investigation in the first instance the course tutor will speak to the learner directly about their concerns. Following this actions may include:

- Request for further information from you and/or the Tutor/Assessor and/or IQA
- Conduct interviews either face to face or by telephone
- Carry out a workplace visit

The Institute of Swimming reserves the right, in suspected cases of malpractice, to withhold the issuing of results or certificates while an investigation is in progress.

Learner malpractice

If the investigation confirms that malpractice has taken place, the Institute of Swimming may have no alternative but to impose one or more of the following sanctions. Please note that this list is not exhaustive:

- Exclude all or part of the assessment evidence
- Exclude all or part of the external assessment marks
- Withholding or not issuing certificate(s)
- Not accepting any further course bookings
- Disqualification from the programme