



## Academic Malpractice

ICSE must ensure that all learners have the same fair opportunity to complete an assessment and achieve certification. We have a range of measures in place to ensure that the chances for anomalies, malpractice and cheating are minimised.

During an assessment, an assessor may for any reason ask to view the learner's workspace or belongings for signs of anomalies or prohibited items. This does not mean that you have done anything wrong and is standard practice for our assessments.

Where prohibited items, materials, behaviour or people are observed prior to an assessment, you will be asked to rectify this before starting.

### Identified malpractice during assessment.

There are several levels of malpractice which may happen:

1. Unintentional malpractice: The accidental presence of other people or material that could help the learner with the assessment.
2. Potential malpractice: The intentional or unintentional anomalies in the assessment process, such as a learner repeatedly looking away from the screen, abnormal background sounds, or presence of papers in the assessment area.
3. Clear and definitive malpractice: A learner's intentional use of supporting material to gain unfair advantage in an assessment.

The level of malpractice will be determined in the first instance by the assessor.

### Potential sanctions

There are a range of potential sanctions available to ICSE:

1. Unintentional malpractice: The assessor may warn the learner about the malpractice and continue with the assessment once the cause of the issue is resolved.
2. Potential malpractice: The assessor may pause the assessment and carry out a range of checks on potential anomalies. The assessor may allow the assessment to continue but notify the learner that they have concerns about the integrity and will be passing the recording to the ICSE office for review. The ICSE office will review the



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recording using specialist technology to address any concerns and will notify the learner of the outcome within 5 working days.

3. Clear and definitive malpractice: The assessor will stop the assessment and end the session. The assessor will send a report to the ICSE office immediately. The learner will be removed from the programme and will not be offered an opportunity to return. The learner will be notified in writing of this decision within 5 working days.

Regardless of the type of alleged malpractice or sanction, the learner may avail of the appeals process.