



Malpractice Policy

Malpractices in Relation to Coursework

LCCI GQ is committed that all its learners undertake and complete their tasks, activities, assignments, projects, reports, presentations, examinations or for that matter any other work submitted for assessment is their original work and that the evaluation of such work will be to the concerned student. Learners should always ensure that they generate their own ideas and knowledge through classroom teaching, discussion, assignments or through other sources.

It shall be an offence for a student/candidate to avail to another student/candidate his/her prepared coursework with a view to assisting the latter to do his/her coursework or to negligently expose his/her coursework to another candidate to use.

It is each individual student's responsibility to be honest and disciplined, so that they do not cheat or copy from others work. Students are not allowed to carry mobile phone, notes etc during the examination. Inappropriate behavior during an internal assessment, practical assessment or end term examination that causes disruption to other students for instance, shouting, aggressive behavior or rough language will be considered as strong breach of malpractice policy.

Penalty

Any student/candidate found guilty of the offence as set out above shall be liable to:

- i) Caution and or Cancellation of his/her coursework , or re-work
- ii) Negative Internal marking
- iii) Caution and or suspension from the programme registered.

Note - Each assignment will be corrected and signed by the concerned faculty.



Prevention

Student would be advised on the first day of the programme i.e during the orientation about the do's and don't's of the programme. Each student will have to sign a contract which clearly specifies the penalty for breach of any of the guideline mentioned in the contract. Examination policy is also published in the notice board which is accessible to all the students which includes penalty for malpractice.

As the programme will be delivered under the direct supervision of LCCI GQ, each facilitator shall follow the guidelines set by LCCI GQ and that each facilitator shall monitor any act of malpractice/plagiarism in students work. Since each student will be supervised by the facilitator and since the class size will not be more than 30 the chances of plagiarism shall be minimal.

If by any chance, facilitator notices that there is malpractice in the course, facilitator shall immediately report the same to the quality control department of the institution and shall immediately counsel the student or take necessary action or even penalize the student as mentioned above.

Reporting suspected malpractice

The malpractice will generally be reported by Assessor, exam invigilator or internal verifier.

In any case of malpractice in case of regular classes, internal assessment or practical assessment, the assessor has the right to take necessary action including caution and deducting marks, however assessor needs to report that to the SQA Programme coordinator within 5 working days of such incident. If the malpractice is of severe nature and if assessor thinks that the penalty to the student has to be suspension from the program in that case assessor needs to report along with the supporting evidences to the SQA Programme Co-coordinator who is also the LCCI GQ's Operations Director. Operations Director will put forward his comment based on his assessment of the evidence and will forward it to the review committee, side by side Operations director will also ensure students is informed that the decision has been forwarded to the review committee (this needs to be done within 10 working days), which comprises of the following members –

- a) Director - Strategic Quality Management (Chair)
- b) Concerned Facilitator
- c) Internal Verifier
- d) Chief Operating Officer (Member Secretary)



GLOBAL QUALIFICATIONS

LCCI GQ firmly stands on the decision taken by the Review Committee and Review Committee decision remains final.

In case the malpractice is during the end term examination, it must be recorded in the suspected malpractice notification in the Invigilator Declaration and Attendance record by the exam invigilator and must be submitted to the SQA Programme Coordinator along with the supporting evidences. The Exam invigilator needs to follow the examination policy provided to him or her and is not authorized to deduct any marks.

The investigation of such malpractice will be undertaken by the SQA Programme Coordinator/ Operations Director by following the examination guidelines and supporting evidences. Operations Director will also ensure that he verifies the answer script and consults student in question before taking any final decision in case the supporting evidences are not enough.

Furthermore, SQA Programme Coordinator/ Operations Director will communicate the outcome of the investigation to the student via email and also to the concerned Assessor or Exam Invigilator as well as must be reported to SQA if needed and the supporting documents relating to malpractice must be stored for at least five years for future verification or audit.

In some instance malpractice can also be by the center staff or by other students. In such case student has the right to report the suspected malpractice to SQA Programme Coordinator/ Operations Director of such malpractice. Malpractice by other staff members include what is mentioned in the “Malpractice Policy for Staff and Management – Ver.2.19” . In such cases the action will be taken as per “Malpractice Policy for Staff and Management – Ver.2.19”.

In case of student reporting malpractice of other students, there needs to be substantial evidences and the decision will be taken by SQA Programme Coordinator/ Operations Director in consultation with assessor, internal verifier as well as student who reported suspected malpractice and student who is charged with suspected malpractice. Decisions will be communicated to the student who reported the suspected malpractice and the student who was questioned for suspected malpractice.

Note – Student always reserves the right to appeal and make complaint following the Student Appeal Policy and Student Complain Policy, which is available for all the students in the website.