



July 2025

CIPD Academic Misconduct Policy

e-Careers Learner Malpractice Policy

1. Purpose

The purpose of this policy is to set out e-Careers' approach to identifying, preventing, and managing learner malpractice in accordance with awarding body requirements and regulatory guidance. e-Careers is committed to upholding the integrity of assessments and ensuring fairness for all learners.

2. Scope

This policy applies to all learners registered on any e-Careers programme, including but not limited to online courses, classroom-based training, virtual classes, apprenticeships, and Career Academy offerings.

It also applies to all staff, trainers, assessors, invigilators, and other stakeholders involved in the delivery and assessment of qualifications.

3. Definition of Malpractice

Malpractice is any action or practice by a learner or centre staff that compromises or attempts to compromise the integrity and validity of assessment or the certification of qualifications.

Learner malpractice may include, but is not limited to:

- Plagiarism
- Impersonation
- Collusion
- Cheating
- Use of unauthorised materials
- Disruptive or abusive behaviour
- Fabrication of evidence or data
- Breach of confidentiality
- Misrepresentation of information

See Section 4 for detailed examples.

4. Examples of Learner Malpractice

Example of Learner Malpractice	Description
Plagiarism	Using another person's work or ideas and passing them off as your own without acknowledgement.
Copying or collusion	Copying another learner's work or working together inappropriately on an individual assignment.

Example of Learner Malpractice	Description
Impersonation	Pretending to be someone else or allowing someone else to pretend to be you during an assessment.
Using unauthorised material	Using mobile phones, notes, or other materials not permitted in the assessment environment.
Fabrication of results	Inventing data or results and submitting them as if they were genuine.
Disruptive behaviour	Causing disruption to other learners or the assessment environment.
False declaration	Providing false information to obtain special consideration, exemptions, or extensions.
Unacceptable conduct during assessment	Threatening or abusive behaviour, or any actions that breach conduct policies.
Breach of confidentiality	Sharing or discussing confidential assessment material with others.

5. Malpractice Process

When malpractice is suspected, the following process will be followed:

Learner Malpractice Investigation Flow:

Identification

- Allegation or evidence of malpractice is identified by staff, assessor, or automated systems.

Initial Review

- A designated Quality or Compliance Officer conducts an initial fact-finding review.

Notification

- The learner is formally notified in writing of the allegation and given an opportunity to respond.

Investigation

- A formal investigation is conducted which may include evidence gathering, interviews, and expert review.

Decision

- The outcome is determined by an internal panel or designated decision-maker based on the evidence and responses.

Outcome Notification

- The learner is informed of the decision in writing, including any sanctions or actions to be taken.

Appeals

- The learner may appeal the decision within the timeframe specified in the e-Careers Examination Result Appeals Policy.

6. Potential Sanctions

Sanctions for confirmed malpractice may include:

- Written warning
- Requirement to resubmit work
- Disqualification from the assessment
- Termination of access to the course
- Revocation of certification
- Referral to awarding body or regulator

The nature of the sanction will depend on the severity and intent of the malpractice.

7. Reporting to Awarding Bodies

Where malpractice is confirmed and affects a regulated qualification, e-Careers will report the incident to the relevant awarding organisation and comply with their investigation procedures.

8. Responsibilities

Learners:

- Must complete assessments independently and honestly.
- Are responsible for understanding the definitions of malpractice.
- Must report any concerns about malpractice to e-Careers immediately.

Staff:

- Must be vigilant and report any suspected malpractice.
- Will cooperate with any investigations by e-Careers or awarding organisations.

9. Confidentiality

All malpractice investigations will be handled in a confidential and sensitive manner. Information will only be shared with those directly involved in the investigation or as required by regulators.

10. Review of Policy

This policy is reviewed regularly or following any significant changes to regulation or awarding body requirements.