

ILLUMIN ACADEMY

Malpractice and Plagiarism Policy - V1.0

1. Purpose and Scope

This policy outlines Illumin Academy's approach to identifying, reporting, and investigating incidents of malpractice and plagiarism involving staff or learners. It applies to all individuals engaged with the delivery and assessment of qualifications awarded by OTHM and NCFE CACHE. Malpractice and plagiarism are serious breaches of academic and professional integrity and will be addressed accordingly.

2. What Constitutes Malpractice and Plagiarism

Malpractice includes any act, deliberate or inadvertent, that compromises the integrity of assessment, teaching, or administration. Examples include:

- Improper conduct by staff or learners during assessment
- Tampering with assessment records or certificates
- Biased or unethical assessment practices
- Breach of examination rules or unauthorized assistance

Plagiarism is the act of presenting someone else's work, ideas, or words as one's own without proper acknowledgment. This includes copying from published materials, fellow learners, or online sources without citation.

The use of AI tools (e.g., ChatGPT, paraphrasing or content generation platforms) to complete or significantly assist with assessments without clear acknowledgement is also considered a form of plagiarism, unless explicitly permitted for the task by the assessor or awarding body.

3. How to Raise a Concern (Including Whistleblowing)

Any concern about malpractice or plagiarism can be reported by learners, staff, or external parties by:

- Contacting the Centre Manager or Academic Lead
- Submitting a report via email to info@illuminacademy.com
- Using Illumin Academy's confidential whistleblowing process



All reports will be treated in strict confidence and investigated thoroughly, with no risk of retaliation for genuine whistleblowers.

4. Steps and Timelines for Investigation

- All allegations will be acknowledged within 3 working days.
- An investigation panel will be appointed within 5 working days of receiving the allegation.
- Evidence will be collected, including interviews and document reviews.
- The investigation will be completed within 15 working days, with possible extensions communicated to all involved.
- The individual concerned will be given an opportunity to respond to the findings before a final decision is made.

5. Possible Consequences

If malpractice or plagiarism is confirmed, possible consequences may include:

- For learners: assessment disqualification, withdrawal from course, or reporting to the awarding body
- For staff: disciplinary action, suspension, termination of employment, or notification to regulatory bodies
- Notification to external regulators or awarding bodies (OTHM/NCFE CACHE) as required

In all cases, the actions taken will be proportionate to the severity and nature of the misconduct.

6. Policy Review

This policy is reviewed annually, or sooner if necessary due to changes in awarding body guidance, regulation, or advances in assessment-related technologies.

Contact Information:

Course Coordinator

Email: info@illuminacademy.com

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