

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.

The Institute of Swimming, tutors 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, tutors 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 is 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 tutors and/or IVs, the issue should be referred directly to the Quality Team (QT).

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 Institute of Swimming have a duty to investigate all cases of malpractice with all parties concerned. If an investigation finds evidence of maladministration, the Institute of Swimming will take the necessary steps to ensure that learners' interests are protected as far as reasonably practicable. This may include making arrangements for reassessment. If the investigation reveals that certification is inappropriate the Institute of Swimming will take the necessary steps in order to protect the health, safety and welfare of the public. These steps may include:

- 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
- Revoke certification