

e-Careers Academic Misconduct (Learner Malpractice) Policy for CIPD Foundation and Associate Qualifications

1. Introduction

The CIPD considers academic misconduct as learner malpractice. Both the CIPD and e-Careers consider learner malpractice a serious matter, which has the potential to cause reputational damage to both e-Careers (a recognised CIPD Centre) and the CIPD.

To protect the integrity of the qualification e-Careers will conduct checks on learner assessments to ensure authenticity. Your assessments are also subject to further checks by CIPD.

The purpose of this policy is to:

- provide definitions of the term learner malpractice
- explain the actions e-Careers will take if malpractice is suspected
- provide guidance on the process
- provide examples of learner malpractice and the actions that might be taken by e-Careers and the CIPD
- explain your rights through the process

2. Definitions and types of learner malpractice

Learner malpractice (academic misconduct) is an attempt by a learner to gain an unfair advantage. This can occur in:

- preparation and authentication of assessment evidence
- the presentation of practical work

Examples of malpractice by a learner include (but are not limited to):

- **Poor academic practice** is an unintentional breach of assessment regulations, resulting from a lack of understanding of the correct methods of referencing or where the extent of failure to reference is very slight.
- **Plagiarism** is a form of academic misconduct whereby a learner presents the work or ideas of someone else without appropriate referencing or acknowledgement. This may take the form of direct copying and pasting from existing published sources or reproducing or paraphrasing ideas and submitting them within an assessment without appropriate acknowledgement

Both plagiarism and AI misuse are regarded by the CIPD as deliberate and purposeful breaches of assessment regulations, intended to gain an unfair academic advantage.

- **Collusion** is colluding with one or more learners to produce assessment evidence and submitting it as their own.
- **Copying** or attempting to copy the assessment evidence of another learner
- **Impersonating** another learner or allowing him/herself to be impersonated
- **Cheating** is getting someone else to produce part or all of the evidence submitted for assessment, using unauthorised aids during assessment, or communicating or attempting to communicate with another learner or individual who is not a member of centre staff
- **Falsification** is resubmitting your own previously assessed/graded assessment evidence, or fabricating results from experiments, research, interviews or observations.
- **Inclusion of inappropriate material** in assessment evidence, this includes any material of a discriminatory nature.

3. How e-Careers will deal with cases of suspected, alleged or actual learner malpractice

e-Careers check all CIPD learner assessments using plagiarism and AI detection software, as part of a broader, holistic approach to evaluating the authenticity of a learner's work.

Checking for Plagiarism

e-Careers check all CIPD learner assessments using plagiarism detection software. As a result of this, and where plagiarism is suspected, we will investigate. All assessments that return high scores are reviewed by a panel of centre staff to determine whether these constitute poor academic practice or plagiarism.

Where the e-Careers centre panel determines that a learner has engaged in plagiarism — such as intentionally presenting another person's work, including that of ghostwriters or content sourced from the internet — the following action will be implemented:

- e-Careers will inform the learner that they have been found to have plagiarised, and that they must submit a new assessment, using a different assessment brief.
- e-Careers will issue a warning to the learner that a second academic misconduct offence for the same or a different unit will result in referral to the CIPD's Code of Conduct and Ethics Panel for investigation.
- In the most serious cases, the learner may be immediately withdrawn from the CIPD qualification without the opportunity to submit another assessment and be referred to the CIPD Code of Conduct and Ethics Panel.

Checking for AI misuse

e-Careers check all CIPD learner assessments using AI detection software, as part of a broader, holistic approach to evaluating the authenticity of a learner's work.

In cases where e-Careers suspects misuse of artificial intelligence (AI) to generate answers, we may use a professional discussion (PD) to further assess the learner's knowledge and understanding.

If learners are invited to attend an (online) professional discussion, further details will be included with the invitation to explain the process and purpose of the interview.

Professional discussions may be recorded, and notes will be taken throughout.

Following the professional discussion:

- A report of the professional discussion will be completed, this will be retained as evidence of the professional discussion and outcome and provided to the CIPD when requested during the moderation window.
- The outcome of the PD will be communicated with the learner by the agreed date.
- Where the learner demonstrates sufficient knowledge and understanding and are therefore likely to have undertaken the work towards assessment, the grade may stand but the professional discussion process will be highlighted during submission of assessment results for moderation.
- Where the learner is unable to demonstrate sufficient knowledge and understanding, this may indicate potential misuse of AI to generate content and will therefore be referred to the CIPD for review via an independent panel.
- Depending on the outcome of this CIPD panel, learners may be required to submit a different assessment for that unit.
- In the most serious cases, a learner may be withdrawn from the CIPD qualification and referred to the CIPD Code of Conduct and Ethics team.

Poor academic practice

Where e-Careers identifies poor academic practice, the learner will be informed of this and given constructive feedback about how to reference their work correctly and/or ensure they acknowledge all sources. The assessment will be referred and the learner given the opportunity to resubmit the same assessment in line with the CIPD's referral policy.

Where we determine that a learner has demonstrated poor academic practice for a second time, this will be referred to the CIPD for consideration by an independent panel.

4. Your rights as a learner

Right to appeal

You have the right to appeal against any decisions e-Careers makes where malpractice by a learner is proven.

Stage 1: In the first instance you can appeal to the Senior Quality & Compliance Manager at e-Careers. Your appeal must be received within 20 working days of the contested decision.

Stage 2: If you are still not satisfied with the outcome of the 1st appeal, a second appeal can be made to the CIPD Centre manager at e-Careers. Your appeal must be received within 20 working days of the contested decision.

Stage 3: a final appeal can be made to CIPD once stage 1 and stage 2 of the e-Careers appeals process has been exhausted. CIPD will only consider your appeal if the first two stages within this process have been completed. You can view the full CIPD Appeals policy [here](#).

For any appeals against CIPD decisions, please refer to the CIPD Appeals policy V3.1_March 2023: <https://www.cipd.org/globalassets/media/marketing/learning/cipd-qualifications/cipd-qualification-policies/cipd-appeals-policy-v3.1-march-2023.pdf>