


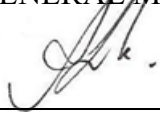
ntss	Sınav ve Değerlendirmelerde Şüpheli Uygulamalar ve Kötüye Kullanma - Politikası ve Prosedürü	DOCUMENT NO	PO-03
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NTSS EĞİTİM VE DANIŞMALIK LTD. ŞTİ.

Policy and Procedures for Suspected Malpractice in Examinations and Assessments

TS EN ISO 9001

QUALITY MANAGEMENT SYSTEM

PREPARED BY MANAGEMENT REPRESENTATIVE	APPROVED BY GENERAL MANAGER
	

ntss	Policy and Procedures for Suspected Malpractice in Examinations and Assessments	DOCUMENT NO	PO-04
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This policy aims to meet the relevant requirements of the regulatory principles of NTSS Accredited organizations and to ensure that NTSS has safeguards in place to prevent and manage cases of malpractice concerning courses.



1. Definitions

Malpractice – misusing the assessment process, the integrity of the qualification, the validity of a result or certificate, the reputation and credibility of NTSS as a course provider.

Cases of intentional deception, cheating may also be reported as fraud to gain an advantage, including financial advantage.

Candidate malpractice – means misconduct by the candidate during any exam or assessment, including the preparation and verification of any assessment and the writing of any question paper answers. Examples of malpractice may include, but are not limited to:

- Alteration or falsification of any result documents, including certificates;
- Violation of an examiner's instructions or recommendations regarding examination or assessment rules and regulations;
- Failure to comply with audit requirements designed to ensure the security of exams or assessments;
- Copy from another candidate
- Allowing work to be copied, eg posting on social networking sites before a review/evaluation;
- Intentional destruction of another candidate's work;
- Disruptive behavior in the exam room (including offensive language, shouting, and/or aggressive behavior);
- Exchanging, obtaining, receiving, transmitting (or attempting to do so) information that may be relevant to the investigation through speech, electronic, written or non-verbal communication;
- Making a false statement of authenticity regarding the author of the risk assessment project;
- **Collusion** – working in collaboration with other candidates beyond what is permitted;
- Inclusion of inappropriate, offensive, discriminatory or obscene material in assessment evidence;
- **Impersonation:** pretending to be someone else, having someone else take their place in a test or assessment;

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- **Plagiarism:** inaccurate coping or incomplete referencing from published sources (including the internet);
- Theft of another candidate's work;
- Bringing materials that are not allowed into the exam room or assessment situation, for example, notes, study guides, ipads, mobile phones, etc.;
- Unauthorized use of a memory stick where the candidate uses a word processor;
- Behaving in a way that undermines the integrity of the exam.

2. Procedure

- Any allegations of malpractice will be investigated by the NTSS Lead Tutor.
- The NTSS Lead Tutor will collect relevant evidence and use it to form an opinion.
- When it is determined that the misapplication has taken place, the NTSS will write to the student's Tutor with information about the outcome of the investigation, its results, and next steps.
- The Tutor will communicate the findings and next steps with the contact person at the organization paying for the student to take the course, or directly with the student if the student pays for their course.

3. Sanctions and penalties

- Once determined to be malpractice, the student will fail all elements of the assessment.
- At the discretion of the Lead Tutor, the student may be given a second chance to make their assessment.
- May require the student to retake the NTSS e-Learning course, in which case the student will be charged the standard fee for using this resource.
- The Lead Tutor can report Malpractice to the accredited institution by the rules of the relevant institution. In this case, the relevant institution will decide on the sanctions and penalties.

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