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**Access: Suspected Malpractice Report (AQ9)**

The form below should be completed as a record to show compliance with the requirements of the ‘Preventing & Deterring Academic Malpractice on Access to HE Diplomas’ policy document.

|  |  |
| --- | --- |
| **Name of College** |  |
| **Access Diploma Course Title** |  |
| **Student Name** |  |
|  |

**Record of First Incident:**

|  |  |
| --- | --- |
| **Unit title** |  |
| **Subject Lecturer** |  |
| **Nature of Plagiarism[[1]](#footnote-1):** |
| **Record of Sanction Applied[[2]](#footnote-2):** |
| **Outcome[[3]](#footnote-3)** |  |
| **Signed Student** | *I have been made fully aware of the requirements of the LASER Academic malpractice policy along with any conditionality’s of my provider/centres own Academic Malpractice / Plagiarism policy and I understand that any further incident of plagiarism will require the submission of a completely new assignment in respect of the unit and may result in the unit being capped to pass… [[4]](#footnote-4)*………………………………………………………………… |
| **Signed Tutor** |  |
| **Signed IM** |  |

**Record of Second Incident:**

|  |  |
| --- | --- |
| **Unit title** |  |
| **Subject Lecturer** |  |
| **Nature of Plagiarism[[5]](#footnote-5):** |
| **Record of Sanction Applied[[6]](#footnote-6):** |
| **Outcome[[7]](#footnote-7)** |  |
| **Signed Student** | *I have been made fully aware of the requirements of the LASER Academic malpractice policy along with any conditionality’s of my provider/centres own Academic Malpractice / Plagiarism policy and I understand any further incidence of plagiarism* ***will*** *result in my being disbarred from achieving both the unit and Access Diploma. I understand the severity of my actions in terms of malpractice / plagiarism and that this is my* ***Final Warning![[8]](#footnote-8)***…………………………………………………….. |
| **Signed Tutor** |  |
| **Signed IM** |  |

**Record of Third Incident:**

|  |  |
| --- | --- |
| **Unit title** |  |
| **Subject Lecturer** |  |
| **Nature of Plagiarism[[9]](#footnote-9):** |
| **Record of Sanction[[10]](#footnote-10):** *Upon the Third incident of academic misconduct / plagiarism it is recommended that the student be disbarred from the completion of both the unit and, by default, the Access to HE Diploma. Are there any mitigating circumstances that should be put before the External Moderator such that this sanction should* ***not*** *be utilised?* |
| **Outcome[[11]](#footnote-11)** |  |
| **EM Comment** |  |
| **Signed Tutor** |  |
| **Signed IM** |  |
| **Signed EM[[12]](#footnote-12)** |  |

|  |  |
| --- | --- |
| **FINAL OUTCOME:** |  |
| Confirm copy of decision passed to **all** relevant parties (EM / IM/ Tutor / Student) | **Yes / No** |

1. Recorded by Tutor / Internal Moderator [↑](#footnote-ref-1)
2. Recorded by Tutor / Internal Moderator [↑](#footnote-ref-2)
3. Recorded by Tutor / Internal Moderator [↑](#footnote-ref-3)
4. See ‘Preventing and Deterring Academic Malpractice on Access to HE Diplomas’ page 7 [↑](#footnote-ref-4)
5. Recorded by Internal Moderator [↑](#footnote-ref-5)
6. Recorded by Internal Moderator [↑](#footnote-ref-6)
7. Recorded by Internal Moderator [↑](#footnote-ref-7)
8. See ‘Preventing and Deterring Academic Malpractice on Access to HE Diplomas’ page 7 [↑](#footnote-ref-8)
9. Recorded by Internal Moderator [↑](#footnote-ref-9)
10. Recorded by Internal Moderator [↑](#footnote-ref-10)
11. Recorded by Internal Moderator [↑](#footnote-ref-11)
12. Alternately e-mailed confirmation of EM’s agreement is attached as a printout. [↑](#footnote-ref-12)