

**Jubaiha Center**

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## **MALPRACTICE POLICY**

### **1. INTRODUCTION**

- Jubaiha Center is committed to upholding the highest standards of academic integrity. This Malpractice Policy outlines procedures for preventing, identifying, and responding to malpractice and maladministration in assessments, teaching, and operations.

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### **2. PURPOSE**

The purpose of this policy is to:

- Safeguard the credibility of qualifications issued by Jubaiha Center.
- Ensure fair treatment of all learners and staff.
- Provide clear definitions and examples of malpractice.
- Describe procedures for investigating suspected breaches.

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### **3. SCOPE**

This policy applies to:

- All learners, academic staff, administrative staff, and contractors.
- All internal and external assessments, including coursework, exams, and practicals.
- Both intentional and unintentional violations of assessment regulations.

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### **4. DEFINITIONS**

**Malpractice** includes, but is not limited to:

- Plagiarism: Presenting someone else's work as your own.

- Collusion: Unauthorized collaboration with others.
- Impersonation: Taking an assessment on behalf of another individual.
- Use of unauthorized materials during assessments.
- Fabrication or alteration of results or data.

**Maladministration** includes:

- Incorrect or inconsistent application of procedures.
- Poor record-keeping.
- Inadequate invigilation or supervision.
- Delays in reporting incidents or submitting required documentation.

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## **5. ROLES AND RESPONSIBILITIES**

**Principal:**

- Oversees institutional compliance and enforcement of sanctions.

**Quality Assurance Manager (QA Manager):**

- Acts as the central point of contact for all malpractice allegations.
- Coordinates investigations and maintains documentation.
- Liaises with awarding bodies and regulatory authorities.

**Examinations Officer:**

- Identifies and reports incidents during exams.
- Supports investigations by providing exam logs and attendance records.

**Tutors and Assessors:**

- Detect potential malpractice during assessments or reviews.
- Provide initial evidence and raise concerns to the QA Manager.

**Learners:**

- Must act honestly and transparently in all assessments.
- Report suspected malpractice if observed.

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## **6. PREVENTION STRATEGIES**

- Clearly communicate academic integrity standards during student induction.
- Use plagiarism detection tools for written assignments.
- Ensure proper invigilation during exams and verification of learner identity.
- Provide staff training on malpractice detection and procedures.

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## **7. REPORTING MALPRACTICE**

- Suspected malpractice must be reported using the **Malpractice Referral Form**.
- Reports are submitted to the QA Manager within **48 hours** of detection.
- Anonymous reports may be investigated if credible and supported by evidence.

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## **8. INVESTIGATION PROCESS**

- Initial screening determines whether the case proceeds to formal investigation.
- Parties involved provide statements and evidence.
- An investigation panel, led by the QA Manager, reviews all materials and decides on outcomes.
- Sanctions are proportional to the severity and intent of the breach.

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## **9. SANCTIONS**

### **For Learners:**

- Formal warning or academic counseling.
- Disqualification from the affected assessment.
- Withdrawal from the course in severe cases.

### **For Staff:**

- Re-training or supervision measures.
- Disciplinary proceedings in cases of gross misconduct.
- Referral to professional bodies if applicable.

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## **10. APPEALS**

- Individuals may appeal outcomes through the Jubaiha Center Appeals Procedure.
- Appeals must be submitted in writing within **5 working days** of the decision.
- An independent panel re-evaluates the case and issues a final decision.

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## **11. RECORD KEEPING**

- All case documentation is retained securely for a minimum of **five years**.
- The QA Manager maintains a central register of malpractice cases and outcomes.

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## **12. MONITORING AND REVIEW**

- Annual reviews of malpractice trends and incidents inform policy improvements.
- The QA Manager and Principal ensure lessons learned lead to systemic change.

**Approved by:**

Director General, **Jubaiha Center, Jordan**

**Date:** 28 October 2025