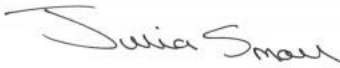


Learner Guide

Social Media and Assessments

Version	V4
Date	August 2023
Reason for review	Annual Policy Review
Overview of changes	None
Reviewed by	M Lovell - Responsible Officer D Clueit – External Verifier
Ratified by	
Date of next review	August 2024



Introduction

This document has been written to help you stay within our qualification guidelines. Please read it carefully.

We understand that sometimes you are going to talk about assessments with your friends and colleagues. However, it is important to consider what you say and to think about what information is being shared.

Scope

Sharing ideas with others online could be helpful when you're studying. However, there are limits to what should be shared.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your training centre, or alternatively email RoSPA Qualifications at enquiries-rq@ROSPA.com

You must show them what you have received (if available).

The Centre will then report the matter to the RoSPA Qualifications (awarding organisation) and it will be investigated.

Where learners breach the rules for coursework or non-examination assessments, awarding organisations have an obligation to investigate and may apply penalties.

You should be aware that the following constitute malpractice:

- Copying or allowing work to be copied – i.e. posting written work on social networking sites
- Collusion: working collaboratively with other learners beyond what is permitted.
- Allowing others to produce your work for the assessment
- Exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to)
- Failing to report to your centre assessment related information being shared online

Please familiarise yourself with our Malpractice and Maladministration Policy at <https://www.rospace.com/rospaweb/docs/qualifications/malpractice-and-maladministration-policy.pdf>



Penalties that RoSPA Qualifications (awarding organisation) apply, include:

- A written warning
- The loss of marks for a section, component or unit
- Disqualification from a unit, all units or qualifications; or
- A ban from taking assessments a set period of time

Contact us

If you suspect any form of malpractice, please contact RoSPA Qualifications on the details below.

We recognise that you may be worried that by reporting such issues you may be subject to some adverse action. RoSPA Qualifications have a Whistleblowing Policy in place.

The policy provides you with information about the Public Interest Disclosure Act as well as the process by which you may whistle-blow. It also explains that there are certain protections in place to protect whistle-blowers.

If you wish to make an allegation in accordance with the arrangements outlined in this document, or you need more information, please contact us on:

0121 248 2115 or enquiries-rq@ROSPA.com