



TTII

TTII MALPRACTICE POLICY

Introduction

The Trinidad and Tobago Insurance Institute is committed to upholding the highest standards in maintaining the integrity of the examinations and assessments of its programmes and courses.

Staff, approved lecturers, external examiners, invigilators, students or stakeholders who have encountered or have a genuine concern about malpractice in their sphere of operation, are encouraged to communicate same to the TTII without fear of reprisal.

The aim of this policy is to:

- Identify and minimise the risk of malpractice by staff, approved lecturers; external examiners, invigilators and students;
- Encourage the prompt reporting of any incidence of alleged malpractice;
- Ensure that reported incidents of malpractice are promptly investigated;
- Ensure that matters concerning malpractice will be treated fairly and discreetly and;
- Protect the integrity and reputation of the TTII and its qualifications.

Malpractice

Is any act or continuing conduct designed to gain an advantage in an examination or assessment through unauthorised or unfair means or such conduct whether through error, omission, commission, or negligence, that may tend to bring the Institute and its programmes and courses into disrepute.

These practices include but are not limited to:

- Plagiarism- which is claiming the work obtained from a secondary source as one's own original work without giving due credit to the author of that work;
- Producing and/or submitting fraudulent certificates of academic achievements;
- Copying the work of other students;
- Non adherence to the rules governing exams and assessments;
- Falsifying student records or assessment results;
- Improper assistance to students such as inflating or changing marks earned in assessments or examinations;
- Improperly assisting students in the completion of assignments;

Malpractice -continued

These practices include but are not limited to:

- Producing falsified certificates of academic achievements;
- The unauthorised use or sale of its stakeholder's (TTII) intellectual property;
- A criminal offence including theft or fraud;
- A failure to comply with any legal obligations that can result in litigation against the TTII;
- Danger to the health and safety of any individual;
- The deliberate and knowing concealment of information relating to the above infractions.

Procedures

Staff, approved lecturers, external examiners, invigilators and students who know or suspect that an incident of malpractice has occurred are encouraged to raise or disclose their concerns whether the information involved is confidential or not.

Provided there is a genuine concern and the informant is acting in good faith, even if it is later discovered that a mistake has been made, under this policy there will no risk of reprisal as a result. This assurance however, will not be extended to an individual who maliciously raises a matter which they know to be untrue or who is involved in any way in the malpractice.

A person who knows or suspect that the actions of someone connected to the Institute could lead to or has resulted in malpractice should immediately bring the matter to the attention of TTII's Director of Education.

The Director of Education would:

1. Inform the staff, student or teacher of the alleged incident by way of letter.
2. Give the individual the opportunity to respond to the allegations in writing.
3. Document all stages of the investigation.
4. Where malpractice is proven recommend the appropriate action to be taken in the circumstance. This may include:
 - a. In the case of a student:
 - i- Disqualification from the examination;
 - ii- The non-marking of the assignment(s) in question;
 - iii- Expulsion from the certification programme;
 - iv- Informing the Regulators and employer of the student's misconduct.

Procedures -Continued

The Director of Education would:

- b. In the case of a teacher: Suspension or removal from the list of recommended teachers.
 - c. In the case of a staff member: Such sanctions as prescribed in the JSC employees hand book.
5. Inform the individual of his/her right of appeal to the Council of Trustees.
 6. Allegations involving a criminal offence, such as fraud, theft, will be reported to the Trinidad and Tobago Police Service.

Approved By 
Edweena Newallo-Dottin
President- Council of Trustees

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