

Learner Guide:

Avoiding Malpractice in NEBOSH Assessments



What is malpractice?

- Any act, neglect, or behaviour that breaches NEBOSH regulations and/or:
 - compromises (or attempts to compromise) the assessment process, the integrity of a qualification, or the validity of a result/certificate;
 - damages the authority, reputation, or credibility of the qualifications.
- Malpractice includes deliberate cheating, fraud, breaches of exam security, plagiarism, collusion, personation, misuse of AI, or submitting work that is not your own.
- Maladministration is also included; administrative failures that impact assessment integrity.

How to avoid committing malpractice (Dos and Don'ts)

Do

- Produce work that reflects your own thinking and research.
- Write your assessment in your own words.
- Reference sources properly when required.
- Keep your assessment materials secure at all times.
- Follow all assessment/exam instructions carefully, including rules for digital and remote-proctored assessments.
- Use AI tools only when the assessment instructions explicitly permit it.
- Attend and complete your closing interview or professional discussion honestly and without assistance.
- Ask your Learning Partner or NEBOSH if you are unsure about any rule or requirement.

Don't

- Copy or paraphrase other people's work, online content, or past assessments.
- Use AI generated output in any form in your assessment. This includes using AI to re-write, enhance or summarise passages of text you have written.
- Share your work or assessment content with other learners or online groups.
- Collaborate, collude or ask others for assistance with your assessment.
- Use unauthorised materials, devices, software, or communication methods.
- Seek or provide help during digital assessment windows.
- Upload NEBOSH copyrighted material to AI tools or other platforms.
- Allow anyone else to complete any part of your assessment for you.
- Behave disruptively or ignore invigilator instructions.
- Engage with any individuals or organisations offering to write your assessment for you.

Your responsibilities as a NEBOSH learner

- Ensure all submitted work is your own, showing your own ideas, analysis, and wording.
- Follow all NEBOSH exam/assessment rules, regulations, instructions, and conditions of assessment.
- Protect your work; do not share or discuss it with others, including via social media or messaging platforms.
- Behave appropriately during all assessments and comply with invigilator instructions.
- We strongly encourage you to respond to any investigation so we can consider your explanation and ensure the investigation is based on all available information.

Consequences of committing malpractice

Sanctions can be applied individually or in combination, depending on severity. Possible outcomes include:

- Written warning.
- Loss of marks for part of an assessment.
- Voiding of results for one or more units.
- Debarring (temporary or permanent ban) from NEBOSH assessments.
- Withdrawal of previously awarded qualifications/parchments.
- Reporting to professional bodies, if relevant.
- In serious cases (eg fraud), NEBOSH may report to regulators or the police.
- If you do not attend your closing interview, your result will be declared void.

Reporting malpractice

If you have any evidence about possible malpractice, please report it to us at reportmalpractice@nebosh.org.uk

This summary is provided for general information purposes only and does not replace or override the terms set out in our full Malpractice Policy. For complete details, please ensure you have read the full NEBOSH Malpractice Policy available [here](#).

