

## Assessment Malpractice Policy



### Aim:

- To identify and minimise the risk of malpractice by staff or learners
- To respond to any incident of alleged malpractice promptly and objectively
- To standardise and record any investigation of malpractice to ensure openness and fairness
- To impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven
- To protect the integrity of this centre and BTEC qualifications.

Royal Russell School does not tolerate actions (or attempted actions) of malpractice by learners or staff in connection with any qualification, including BTEC. The School may impose penalties and/or sanctions on learners or staff where incident or attempted incident of malpractice have been proven.

### Definition of Malpractice by Learners

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

- Plagiarism of any nature
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work
- Copying (including the use of ICT to aid copying)
- Deliberate destruction of another's work
- Fabrication of results or evidence
- False declaration of authenticity in relation to the contents of a portfolio or coursework
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.

### Definition of Malpractice by Centre Staff

- This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:
- Improper assistance to candidates
- Inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made
- Failure to keep candidate coursework/portfolios of evidence secure
- Fraudulent claims for certificates
- Inappropriate retention of certificates
- Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves centre staff producing work for the learner
- Producing falsified witness statements, for example for evidence the learner has not generated
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework
- Facilitating and allowing impersonation
- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment
- Falsifying records/certificates, for example by alteration, substitution, or by fraud

- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment.

In order to minimise the risk of learner malpractice, we will:

- Use the Year 12 Information Evening, induction lessons and policies on the school website to inform learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
- Show learners the appropriate formats to record cited texts and other materials or information sources.
- Ask learners to declare that their work is their own.
- Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.
- Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Head of Centre and all personnel linked to the allegation. It will proceed through the following stages:
  1. Report the incident immediately to the **Programme Lead**
  2. **Programme Lead** to report the allegation immediately to the **Quality Nominee** and **Deputy Head Learning**
  3. Hearing with learner (if appropriate) and learner's representative (if not aged 18 or above), Assessor, Programme Lead, and Quality Nominee within 24 hours. Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven (ideally in writing)
  4. Give the individual the opportunity to respond to the allegations made
  5. Inform the individual of the avenues for appealing against any judgment made
  6. Involve others in the investigation process if appropriate
  7. Document all stages of any investigation. This will be led by the Exam Officer

Where malpractice is proven, this centre will apply the necessary penalties and / or sanctions as outlined in our [Exam Policy](#) – see pg.16 -17 – and [Behaviour Policy](#).

**Incident 1:** Formal warning will be issued by the **Quality Nominee**. Work will be marked as unclassified and a new assignment brief will be issued.

**Incident 2:** Final formal warning and interview with **Deputy Head of Learning**. Work will be marked as unclassified and a new assignment brief will be issued.

**Incident 3:** Removal from the course. A formal record of all procedures will be kept by the Exam Officer.

Royal Russell aims to reduce the chance of staff Malpractice through the:


- Use of CPD, Department Meetings and Department Advisor Meetings to ensure that all colleagues are fully informed of the definition of malpractice by both learner and staff and supported in ensuring this doesn't not take place.

If it is necessary to investigate alleged malpractice a formal investigation will be conducted by the Senior Management team not teaching the course in line with the [Staff Grievance Policy](#), which also outlines procedures if the staff member wishes to appeal the outcome.

This policy will be reviewed annually by the Quality Nominee.

## Links

**Centre guidance: Dealing with malpractice and maladministration in vocational qualifications:** This is Pearson's policy on assessment malpractice relating to BTEC programmes.

Signed .....  .....

Date ...8.6.20.....

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