



# BENSHAM MANOR School

## Assessment Malpractice Policy

Last reviewed: November 2016



## AIM

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

In order to do this, the centre will:

- Inform learners of the centre's policy on malpractice.
- The penalties for attempted and actual incidents of malpractice.
- All work must be that of the learner.
- In the situation where two or more candidates work is similar all candidates are required to re-do the work so that it demonstrates individuality.
- Show learners the appropriate formats to record cited texts and other materials or information sources.
- All learners will sign a declaration form to confirm that all work is their own in line with exam board requirements.
- Students must acknowledge any source materials and not plagiarise material not their own. Eg:
  - All images used must be sourced at point of use
  - All resources used must be accurately recorded in a bibliography where the purpose for each resource is indicated.

## WHERE MALPRACTICE IS SUSPECTED

The school will conduct an investigation

- in line with procedures laid down by the exam board.
- in a form commensurate with the nature of the malpractice allegation.

Such an investigation will be supported by the Head Teacher / Examination Officer and all personnel linked to the allegation. It will proceed through the following stages:

1. Head of Key Stage is informed by relevant staff who informs the Head Teacher.
2. QN is informed
3. Parents/Carers/ informed
4. Examination Officer is informed.

Following the above actions the Exams Officer or a member of the SLT will:

1. 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.
2. Give the individual the opportunity to respond to the allegations made.
3. Inform the individual of the avenues for appealing against any judgment made.
4. Document all stages of any investigation.

## PROVEN MALPRACTICE

Where malpractice is proven, this centre will apply the following penalties / sanctions:

1. The relevant exam board will be informed.
2. The centre will follow guidance laid down by the relevant exam board which can ultimately result in entry and Certification of student being removed or refused.

## 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.

A malpractice allegation relating to a member of staff will go through the following stages:

1. QN is informed
2. Examinations officer is informed
3. Head of Centre is informed ( Head Teacher)
4. Member of staff will have opportunity to present their case to a tribunal involving the above.
5. Exam board will be informed.

If allegation is upheld all assessment decisions will be reviewed. The staff member will immediately be removed from delivering any aspects of the course concerned and be subject to any contractual procedures relating to misconduct.

Subject to the allegations being upheld appropriate sanctions will be applied including sanctions imposed by the relevant exam board.

This policy will be reviewed every 3 years or as required by the Examination Officers / Head Teacher and where relevant by the QN.