



BENSHAM MANOR School

Malpractice and Appeals Policy

Last reviewed: October 2019



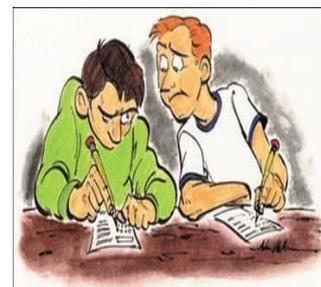
Malpractice and Appeals

Student Malpractice

Your course includes school assessed work. This information gives you a guide to ensure that no student gains an unfair advantage by cheating or copying work. This is called 'misconduct'

Assessment malpractice is

- Acting unfairly or dishonestly,
- Receiving undue help from outside Bensham Manor School,
- Allowing others to copy your work
- Copying some else's work from the internet or books.



If you are caught doing any of these, the school will investigate and take disciplinary action against you.

This is what is expected of you:

- Hand in your own original work for assessment
- Never copy work from another student
- Never let another student copy your work
- Inform your teacher if someone tries to copy your work

If there is evidence of malpractice:

- Your teacher will speak to senior staff and an investigation will be carried out
- Your parents will be informed
- Disciplinary action will be taken according to how serious the malpractice appears to be.
- You may have your grade reduced
- You may be given a different assignment to do
- You may be disqualified
- All alleged or actual cases of malpractice or maladministration will be immediately reported to the Awarding Organisation.



Bensham Manor School will seek to avoid malpractice by:

- Informing pupils of the school policy and penalties
- Reviewing assignments annually to avoid copying from previous years
- Include a variety of assessment formats to reduce the reliance on written assignments
- Ask pupils to authenticate their work.

Student Appeals Procedure

Bensham Manor School will allow pupils the right to appeal against decisions; however exam bodies also have their own appeals procedures.

If you feel your results are not correct, you may make an appeal.

- You will need to write a letter of appeal to the Head Teacher.
- Bensham Manor School will acknowledge the letter within 3 days
- An appeal hearing will be held within 10 days
- You may attend the hearing and be accompanied by an adult.
- The appeal will be considered by the Head teacher and a letter of outcomes sent within a week.



Staff Malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by staff with regards to portfolio-based qualifications. This list is not exhaustive:

- Tampering with candidates work prior to external moderation/verification
- Assisting candidates with the production of work outside of the awarding body guidance
- Fabricating assessment and/or internal verification records or authentication statements

The following are examples of malpractice by staff with regard to examinations

- Assisting candidates with exam questions outside of the awarding body guidance
- Allowing candidates to talk, use a mobile phone or go to the toilet unsupervised
- Tampering with scripts prior to external marking taking place.

Staff Malpractice Procedure

Investigations into allegations will be coordinated by Yvonne O'Brien and Farah Quinn (deputy head, senior manager), who will ensure the initial investigation is carried out within ten working days. The person responsible for coordinating the investigation will depend on the qualification being investigated. The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. Where appropriate, the staff member concerned and any potential witnesses will be interviewed and their version of events recorded on paper.

The member of staff will be:

- informed in writing of the allegation made against him or her
- informed what evidence there is to support the allegation
- informed of the possible consequences, should malpractice be proven
- given the opportunity to consider their response to the allegations

- given the opportunity to submit a written statement
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)
- informed of the applicable appeals procedure, should a decision be made against him/he
- informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or professional bodies including the GTC

If work is submitted for moderation/verification or for marking which is not the candidate's own work, the awarding body may not be able to give that candidate a result.

Staff Malpractice Sanctions

Where a member of staff is found guilty of malpractice, (Bensham Manor) may impose the following sanctions:

- **Written warning:** Issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied
- **Training:** Require the member of staff, as a condition of future involvement in both internal and external assessments to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training
- **Special conditions:** Impose special conditions on the future involvement in assessments by the member of staff
- **Suspension:** Bar the member of staff in all involvement in the administration of assessments for a set period of time
- **Dismissal:** Should the degree of malpractice be deemed gross professional misconduct, the member of staff could face dismissal from his/her post

Staff Appeals Procedure

Staff have the right to appeal against sanctions imposed upon them; however exam bodies also have their own appeals procedures.

- A letter should be written to the Headteacher
- Bensham Manor School will acknowledge the letter within 3 days
- An appeal hearing will be held within 10 days
- You may attend the hearing and be accompanied by an adult.
- The appeal will be considered by the Head teacher and a letter of outcomes sent within a week.

Bensham Manor will inform the Awarding Bodies of a complaint about malpractice before any investigation takes place.

I have read and understood this policy

Signed _____ Date ____

Bensham Manor School September 2019
Next Review September 2020 by L Matthews