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# CHADWELL HEATH ACADEMY



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## EXAMINATION MALPRACTICE POLICY

Approved by Governors Autumn 2018

## **Malpractice**

This policy is based upon the JCQ document 'Suspected Malpractice in Examinations and Assessments'.

### Policy for Managing Malpractice

The aim of this policy is to have strategies and procedures in place that protect the integrity of the centre, qualifications and examination boards through preventing malpractice and plagiarism.

## **Introduction**

Assessment malpractice and academic misconduct including plagiarism is primarily dishonest and unfair. Assessment malpractice includes any action by staff or students that has the potential to undermine the integrity and validity of the qualification and the assessment of students work.

## **Definitions**

### **Malpractice**

Malpractice is any act or practice which breaches regulations. It can have the potential to compromise the assessment or examination, the integrity of the qualification, the validity of a result/certificate or damage the reputation or credibility of an awarding body or centre.

Maladministration, the failure to comply with regulations, is also considered malpractice.

Malpractice by students includes but is not limited to plagiarism, collusion, fabrication of results or evidence and false declaration of authenticity. Students who commit plagiarism are seeking an unfair advantage over other students and devalue the qualification they study towards.

Malpractice by staff includes, but is not limited to, improper assistance provided to students, changing marks without sufficient evidence or justification, failure to keep student assessments secure, fraudulent claims for certificates and allowing evidence to be included in coursework which is known not to be the student's work.

### **Plagiarism**

The Joint Council for Qualifications (JCQ) defines plagiarism as being:  
"The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own."

Examples of plagiarism are:

- copying from another learner or copying from books or the internet
- paraphrasing
- subcontracting the work to someone else
- submitting the same piece of work for two different purposes

### **Preventing Malpractice and Plagiarism:**

We seek to avoid potential malpractice by informing students of the centre's policy on malpractice and the potential penalties for attempted and actual incidents of malpractice.

The school will ensure appropriate study skills training, information and support is available for all students to prevent incidents of assessment malpractice and plagiarism.

Subject teachers will seek to design assignment briefs and processes that help to reduce assessment malpractice and plagiarism. Subject teachers are to reinforce this policy at regular points as appropriate.

Academic staff will take reasonable steps to monitor student work carefully for assessment malpractice and plagiarism. Detection methods could include, but are not limited to, standardisation of marked work, comparing student work, checking work for unfamiliar words and grammar, a change in the quality of work produced, identification of unreferenced familiar text.

(BTEC / CTEC / ASDAN) Assessors, Internal Verifiers, Standards Verifiers and Lead Internal Verifiers will receive annual guidance to support the prevention and identification of assessment malpractice and plagiarism and how to deal with any incidents identified.

Staff teaching on BTEC / CTEC / ASDAN courses will also follow robust quality assurance processes including internal verification, audited record keeping, tracking and certification claims in order to minimise and identify any malpractice.

### **Staff responsibilities**

#### General responsibilities

- The examinations officer will ensure that Teachers are made aware of the regulations for the administration of all aspects of examination syllabuses, including coursework.
- Heads of Department will ensure that staff are trained and aware of potential malpractice.
- Heads of Department will ensure that marking and moderation are robust and in line with examination board regulations.

#### **Invigilators**

- If a candidate is suspected of malpractice, the invigilator must warn the candidate that he/she may be removed from the examination room
- The candidate should also be warned that the awarding body will be informed and may decide to disqualify the candidate.
- The invigilator must record what has happened.
- Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination. If necessary, the invigilator should summon assistance.
- The head of centre must report to the awarding body immediately, all cases of suspected or actual malpractice.
- If candidates commit malpractice, the awarding body may decide to penalise or disqualify them.
- Candidates should be warned of the possible penalties an awarding body may apply.

#### **In the event of suspected malpractice**

- In the first instance, an alleged malpractice incident will be reported to the examinations officer who will inform the Headteacher. If it involves the examinations officer it will be reported to the Headteacher. The Headteacher will appoint a senior member of staff to conduct an investigation.
- The investigating officer will collect information and witness statements from all those involved. If there is a case to answer it will be dealt with through the school disciplinary policy for pupils or staff as appropriate.
- The alleged mal-practitioner(s) will be informed of all likely outcomes, at the beginning of the process. The full range of sanctions available to the academy up to and including dismissal / exclusion
- If the examining body needs to be involved, they will be notified. This decision sits with the Headteacher.
- Outcomes will be made available to the pupil / parent / member of staff concerned verbally and in writing as soon as possible after a decision has been made.
- The pupil / member of staff will be made aware of the appeals procedures.

Policy Review

As required