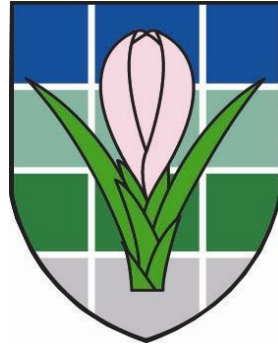


Saffron Walden County High School



Assessment Malpractice Policy

Date adopted or reviewed: September, 2019

Next review date: September, 2021

Assessment Malpractice Policy

For staff and students at Saffron Walden County High School

Policy Aims:

- 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 where incidents (or attempted incidents) of malpractice are proven.
- To protect the integrity of this school as an examination centre

Staff Malpractice Policy

Introduction

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the assessment of internally marked qualifications (such as Btec, C&G, Ctec, ASDAN, CoPE, etc), and also regarding examinations invigilated by staff at the school and marked externally.

All staff involved in the delivery, assessment, moderation, internal verification or invigilation of internally marked qualification must ensure that they are familiar with and follow current regulations published by the relevant awarding body, including regulations relating to feedback given to students following assessment. Subject/Programme Leaders must ensure that this requirement is met by all relevant subject staff.

Examples of Malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by staff with regards to assignment-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
- Offering guidance to students undertaking resubmissions outside of 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. This list is not exhaustive:

- 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
- Failing to ensure that correct IT procedures are in place, as specified by the awarding body

Staff Malpractice Procedure

Investigations into allegations will be co-ordinated by Miss J Sims, Mr N Norman or Ms C Davis (Deputy Headteachers), who will ensure the initial investigation is carried out within ten working days. The investigation can be delegated, recognising that the person responsible for co-ordinating 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 as a formal, written record.

The member of staff against whom the allegation of malpractice has been raised 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/her
- 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, SWCHS can impose the following sanctions:

- 1) **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
- 2) **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 specified period of time, including a review process at the end of the training
- 3) **Special conditions:** Impose special conditions on the future involvement in assessments by the member of staff
- 4) **Suspension:** Bar the member of staff in all involvement in the administration of assessments for a set period of time
- 5) **Dismissal:** Should the degree of malpractice be deemed gross professional misconduct, the member of staff could face dismissal from his/her post

Appeals

The member of staff may appeal against sanctions imposed on them. Appeals will be conducted in line with the organisations Appeals Policy.

Candidate Malpractice Policy

Introduction

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding candidate malpractice in the assessment of internally marked assignments or examinations (such as Btec, Ctec, C&G, ASDAN, etc.), and also regarding examinations marked externally.

Prevention of Candidate Malpractice

SWCHS will seek to prevent candidate malpractice by:

- Ensuring that subject staff are familiar with requirements of both staff and students
- Briefing students before any controlled assessment activities are undertaken, to inform learners of the policy on malpractice, and the penalties for attempted and actual incidents of malpractice.
- Informing students that mobile devices (phones, mp3 players, smart watches etc) must not be on their person during controlled assessment activities. This implies that they should be told to leave them at home, or in their bag if this is not near them for the assessment activity.
- Asking learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.
- Showing learners the appropriate formats to record cited texts and other materials or information sources.
- Requiring learners at the end of each controlled assessment activity to sign a written declaration that their work is their own. This declaration should be attached to each piece of work. See below for suggested format.

Examples of Malpractice

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

- Plagiarism: the copying and passing of as the candidate's own work, the whole or part of another person's work
- Collusion: working collaboratively with other learners to produce work that is submitted as individual work by the candidate's only
- Failing to abide by the instructions of an assessor – This may refer to the use of resources which the candidate has been specifically told not to use
- The alteration of any results document
- The publication in any format of confidential examination materials

If a teacher suspects a candidate of malpractice, the candidate will be informed and the allegations will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate accepts that malpractice has occurred, he/she will be given the opportunity to repeat the assignment. If found guilty of malpractice following an investigation, the teacher may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

The following are examples of malpractice by candidates with regards to examinations. This list is not exhaustive:

- Talking during an examination
- Taking a mobile phone into an examination

- Taking any item other than those accepted by the Awarding Body into the examination, such as a book or notes
- Leaving the examination room without permission
- Passing notes or papers or accepting notes to, or accepting notes or papers from another candidate

If a teacher or examination supervisor suspects a candidate of malpractice during an examination, the candidate will be informed and the allegations will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate is found guilty of malpractice, the Awarding Body will be informed and the candidate's examination paper will be withdrawn. It is unlikely that the candidate will have the opportunity to repeat the examination.

Investigating Possible Malpractice

- Identification of possible malpractice (**Class Teacher**, examination invigilator or cover supervisor)
- Malpractice is reported to the **Subject Leader or Area Co-ordinator**, who will discuss the possible malpractice with the learner. The learner will be made fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven. The learner will be given the opportunity to respond to the allegations made.
- Following investigation by the **Subject Leader or Area Co-ordinator** and where malpractice is proven, the **Area Co-ordinator** will agree an appropriate course of action with the relevant **Year Achievement Co-ordinator**. The **Area Co-ordinator** will document all stages of any investigation. Where malpractice is proven, appropriate penalties / sanctions will be applied (see below), and the learner and the learner's parents/carers will be informed in writing, copied to the **SLT Link, Senior Assistant Headteacher and the Examinations Officer**. Parents should be informed.
- The **Examinations Officer** will notify the relevant examinations board, and forward any response to the Area Co-ordinator and Year Achievement Co-ordinator.
- The learner will be informed by the **Area Co-ordinator** of the avenues for appealing against any judgment made.

Appeals

In the event that a malpractice decision is made, which the candidate feels is unfair, the candidate has the right to appeal in line the Appeals Policy. Any appeals against the decision will be considered by the **SLT Link** for the Area

Sanctions

The school's standard sanctions are listed below, but may be amended following advice from an examination board or by the school to reflect the circumstances of a particular case. Any amendments must be agreed by the **SLT Link** for the Area.

Malpractice During High Level Controlled Assessments

- A '0' mark will be entered for the student for the assessment task where malpractice was proven

Malpractice During Medium and Low Level Controlled Assessments

- All work completed by the student up to the point where malpractice was proven will be destroyed. The student will have the opportunity to repeat the controlled assessment task during the remaining time available within the assessment window for the task

Controlled Assessment
Student Declaration Form

Student Name: _____

Form: _____

Subject: _____

Date of Controlled Assessment: _____

Controlled Assessment Topic: _____

I confirm that I have completed this controlled assessment activity following the guidelines given by my teachers. It is therefore all my own work.

I have not plagiarised text or information from any other source, including books, and web sites.

I have not copied work from any other student, or shared my work with any other student.

Where I have used information from other sources, I have referenced this within my work.

Student signature: _____ **Date:** _____