

# Assessment Malpractice Policy



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<b>Status</b>	Non-statutory Delegated to the Headteacher Updated annually
<b>Review</b>	November 2020

## Policy on Malpractice

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification.

## Introduction

As a centre, we must be vigilant regarding malpractice and where malpractice occurs it must be dealt with in an open and fair manner.

In the interest of our learners and staff, we need to respond effectively and openly to all requests for an investigation into an incident or a suspected incident of malpractice. Normally, Headteacher/Deputy Head, or their nominees are expected to supervise investigations resulting from allegations of malpractice. Headteacher/Deputy Head or their nominees are required to inform learners and staff suspected of malpractice of their responsibilities and rights.

## Guidance on Assessment Malpractice

As a centre we will ask learners to declare that their work is their own, by ensuring our assessors are responsible for checking the validity of the learner's work. Compass School will take positive steps to prevent or reduce the occurrence of learner malpractice.

These steps may include:

- Informing learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice;
- Showing learners, the appropriate formats to record cited texts and other materials or information sources including websites. Learners should not be discouraged from conducting research; indeed, evidence of relevant research often contributes to the achievement of higher grades. However, the submitted work must show evidence that the learner has interpreted and synthesised appropriate information and has acknowledged any sources used;
- Introducing procedures for assessing work in a way that reduces or identifies malpractice, e.g. plagiarism, collusion, cheating, etc. These procedures may include:
  - Periods of supervised sessions during which evidence for assignments/tasks/coursework is produced by the learner;
  - Following syllabus guidelines on submissions. (For many subjects this is restricted to one submission);
  - The assessor assessing work for a single assignment/task in a single session for the complete cohort of learners;
  - Using oral questions with learners to ascertain their understanding of the concepts, application, etc within their work;
  - Assessors getting to know their learners' styles and abilities, etc;
  - Ensuring access controls are installed to prevent learners from accessing and using other people's work when using networked computers.

## 1. Learner/Candidate Malpractice

Attempting to or actually carrying out any malpractice activity is not permitted by Compass School. The following are examples of malpractice by learners; this list is not exhaustive and other instances of malpractice may be considered:

- Plagiarism by copying and passing off, as the learner's own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work (including Internet sources), thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission and without appropriately acknowledging the source;
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work. Learners should not be discouraged from teamwork, as this is an essential key skill for many sectors and subject areas, but the use of minutes, allocating tasks, agreeing outcomes, etc are an essential part of team work and this must be made clear to the learners;
- 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;
- Fabrication of results and/or evidence;
- Failing to abide by the instructions or advice of an assessor, a supervisor, an invigilator, or exam conditions in relation to the assessment/examination/test rules, regulations and security;
- Misuse of assessment/examination material;
- Introduction and/or use of unauthorised material contra to the requirements of supervised assessment/examination/test conditions, for example: notes, study guides, personal organisers, calculators, dictionaries (when prohibited), personal stereos, mobile phones, smart watches or other similar electronic devices;
- Obtaining, receiving, exchanging or passing on information which could be assessment/examination/test related (or the attempt to) by means of talking or written papers/notes during supervised assessment/examination/test conditions;
- Behaving in such a way as to undermine the integrity of the assessment/examination/test;
- The alteration of any results document, including certificates;
- Cheating to gain an unfair advantage.

## 2. Centre Staff Malpractice

The following are examples of malpractice by centre staff. The list is not exhaustive and other instances of malpractice may be considered:

- Failing to keep any awarding body mark schemes secure;
- Alteration of any awarding body mark schemes;
- Alteration of awarding body assessment and grading criteria;
- 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;
- Failing to keep learner computer files secure;
- 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;
- Failing to keep assessment/examination/test papers secure prior to the assessment/examination/test;
- Obtaining unauthorised access to assessment/examination/test material prior to an assessment/examination/test.

### **3. Investigating Alleged Malpractice**

The Headteacher, Deputy Head or a nominated representative will investigate any alleged malpractice at our centre. The awarding bodies may require full access to a centre for investigation purposes.

As part of any investigation we will:

- Involve the learner and others in the investigation process, ensuring parents/carers are kept informed;
- Make the individual fully aware (preferably in writing) at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven;
- Give the individual the opportunity to respond (preferably in writing) to the allegations made. The Headteacher, Deputy Head will also inform such individuals of the avenues for appealing should a judgement be made against them.

During the investigation period, Awarding bodies may:

- Refuse learner registrations/entries;
- Withhold the release of results/certificate;
- Withhold test/examination papers if the security of a test/examination is considered at risk pending the outcome of the investigation. If malpractice is discovered by an Awarding Body representative or has been reported directly to Compass School by a third party, the Headteacher, Deputy Head will conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will require the full support of all personnel linked to the allegation.

Any malpractice or attempted acts of malpractice, which have influenced the assessment outcomes, must be reported to the relevant awarding body.

Any alleged incident of malpractice brought to the awarding bodies' attention after the issue of certificates will result in a full investigation. Depending on the outcome of the investigation, certificates may be recalled and declared invalid.

Investigations into alleged malpractice against the Head of Centre/Deputy Head of Centre will normally be conducted by the Chair of the Management Committee. The alleged incident must be reported to the relevant awarding body at the earliest opportunity.

### **4. Penalties and Sanctions**

Where malpractice against a member of staff/learner is proven, the Headteacher, Deputy Head will have to consider whether the integrity of its assessments/examinations/tests might be jeopardised if the member of staff/learner in question were to be involved in future assessments/examinations/tests.

### **5. Appeals**

Any appeals from the individual concerned should be addressed to the Head of Centre/Deputy Head of Centre or the Chair of the Management Committee as appropriate.