



## BTEc Assessment Malpractice

### Principles

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.

As an examination centre, Endon is vigilant regarding assessment malpractice and where malpractice occurs it will be dealt with in an open and fair manner.

Nothing in this policy shall prejudice the information given in the schools examination policy. For the purpose of this policy and to reflect differing terminology between different awarding bodies, the word pupil also refers to a learner and also to a student and the term Curriculum Leaders also refers to Directors of Teaching and Learning and also to Programme Leaders.

### Aims

1. To define malpractice in the context of assessment and certification of new Diploma Qualifications; BTEC and NVQ qualifications and where applicable GCSE coursework and controlled assessment tasks.
2. To set out the rights and responsibilities, with regard to malpractice, of the learner, the awarding body and the School as an examination centre.

### Practice

1. This policy requires staff to ask pupils to declare that their work is their own through written declaration by the pupils and that the work was undertaken in line with the agreed assessment arrangements.
2. Pupils should be informed of the Schools policy on assessment malpractice and the penalties for attempted and actual incidents of malpractice.
3. Pupils should be shown the appropriate formats to record cited texts and other materials or information sources including websites as they should not be discouraged from conducting research.
4. All submitted work must show evidence that the pupil has interpreted and synthesised appropriate information and has acknowledged any sources used in it.
5. All staff should have procedures for assessing work in a way that reduces or identifies malpractice which may include:-

- Periods of supervised sessions during which evidence for assignments/tasks/coursework is produced by the pupil
- Altering assessment assignments/tasks/tools on a regular basis
- Staff assessing work for a single assignment/task in a single session for the complete cohort of pupils
- Using oral questions with pupils to ascertain their understanding of the concepts, application, etc within their work
- Staff getting to know their pupils' styles and abilities, etc.
- Ensuring access controls are installed to prevent pupils from accessing and using other people's work when using networked computers.

6. Although not exhaustive, for the purposes of this policy pupil malpractice is deemed to be:-

- Attempting to or actually carrying out any malpractice activity which is not permitted by the examination board.
- Plagiarism by copying and passing off, as the pupils own, the whole or part 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 pupils to produce work that is submitted as individual pupils work. Pupils 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 pupils
- 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 or examination or test
- Fabrication of results and/or evidence
- Failing to abide by the instructions or advice given by a member of staff, a supervisor and an invigilator in relation to the assessment/examination/test rules, regulations and security.
- Misuse of assessment or 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 or other similar electronic devices
- Obtaining, receiving, exchanging or passing on information which could be assessment/examination/test related (or 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 or examination or test
- The alteration of any results document, including certificates
- Cheating to gain an unfair advantage.

7. Although not exhaustive, for the purposes of this policy Staff malpractice is deemed to be:-

- Failing to keep any examination board mark schemes secure
- Alteration of any examination board mark schemes
- Alteration of examination boards assessment and grading criteria
- Assisting pupils 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 pupils 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.

8. The Headteacher or the Headteacher's nominee will carry out an investigation into allegations of malpractice.

9. Any person identified through this policy as being involved in any such malpractice or suspected of malpractice will be notified in writing at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.

10. If School is alleging an individual may have been involved in act of malpractice, the School will give the individual the opportunity to respond (preferably in writing) to the allegations made. School will also inform such individuals of the avenues for appealing should a judgment be made against them.

11. Pupils can choose to be represented by parents and carers in such cases where a serious allegation of malpractice has been made.

12. Any malpractice that attempts to influence the assessment outcomes discovered by School will be reported to the examination body using the appropriate documentation and protocols.

13. Proven malpractice could result in the School withdrawing certification for part or whole assessment areas of courses.

14. Where incidents of malpractice are sufficiently serious that the School's reputation as an examination centre is brought into question, the incident will be reported to the Governing body.

Ratified by governors: February 2018

To be reviewed every 3 years – next review February 2021