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Assessment Malpractice Policy

Policy on Assessment Malpractice

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

The Henry Beaufort School does not tolerate actions (or attempted actions) of malpractice by learners or by staff, in connection with any awarding body qualification.

Awarding bodies may impose penalties and/or sanctions on learners or centres where incidents (or attempted incidents) of malpractice have been proven.

Learner malpractice may include:

- Plagiarism by copying and passing off, as the learner's own, all or part of another person's work, of any kind and, in particular, items from a website, 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. Teamwork is valuable and an essential key skill in many sectors and must be evidenced appropriately
- Impersonation, by pretending to be someone else
- Failing to abide by the instructions or advice of an assessor or awarding body regulations
- Misuse of assessment material
- The alteration of any results document, including certificates

Centre staff malpractice may include:

- Alteration of the awarding body's assessment and grading criteria
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's portfolio
- Producing falsified witness statements, for example for evidence the learner has not generated
- Misusing the conditions for Reasonable Adjustments or Special Considerations such that the support has the potential to influence the outcome of the assessment
- Failing to keep learner files secure

- Falsifying records/certificates, for example by alteration, substitution or fraud
- Fraudulent certificate claims, by claiming for a certificate prior to the learner completing all the requirements of assessment
- Maladministration, by failing to keep the required records and documents and failing to adhere to awarding body administrative procedures

Learner malpractice discovered by the Centre

Malpractice discovered by the Centre will be reported to the awarding body and investigated by the centre.

- Such an investigation will be supported by the **Head of Centre and** all personnel linked to the allegation. It will proceed through the following stages:
 - SLT link for exams will conduct interview(s) with relevant candidate(s), and inform the Head of Centre.
 - Make the individual fully aware 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 in writing to the allegations made.
 - Complete JCQ Malpractice form and forward to the awarding body with required documentation
 - Inform the individual of the avenues for appealing against any judgment made.
 - Document all stages of any investigation.

Staff malpractice discovered by the Centre

Malpractice discovered by the Centre will be reported to the awarding body and investigated by the centre under staff disciplinary procedures.

Malpractice discovered by the Awarding Body

The Head of the Centre and all relevant personnel will provide the required support for the awarding body investigation.

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