Godolphin School – BTEC Assessment Malpractice Policy

* 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 or staff where
* Incidents (or attempted incidents) of malpractice are proven
* To protect the integrity of this centre and B TEC qualifications.

In order to do this, the centre will:

* seek to avoid potential malpractice by using the induction period and the learner handbook to inform learners of the centre’s policy on malpractice and the penalties for attempted and actual incidents of malpractice
* show learners the appropriate formats to record cited texts and other materials or information sources
* ask learners to declare that their work is their own
* ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used
* conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Head of Centre / Principal / CEO and all personnel linked to the allegation. The investigation will follow the procedure as outlined in the JCQ document Suspected Malpractice in Examinations and Assessments.
* 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 to the allegations made
* inform the individual of the avenues for appealing against any judgment made
* document all stages of any investigation.
* Where malpractice is proven, penalties will follow the procedure as outlined in the JCQ document Suspected Malpractice in Examinations and Assessments.

**Procedures**

* Addressing learner malpractice:
* Promote positive and honest study practices
	+ Learners should declare that work is their own: check the validity of their work
	+ Use learner induction and handbook to inform about malpractice and outcomes
	+ Ensure learners use appropriate citations and referencing for research sources
	+ Assessment procedures should help reduce and identify malpractice
* Addressing staff malpractice:
	+ Staff BTEC induction and updating should include BTEC requirements
	+ Use robust Internal Verification and audited record keeping
	+ Audit learner records, assessment tracking records and certification claims
* Dealing with malpractice:
	+ Inform the individual of the issues and of the possible consequences
	+ Inform the individual of the process and appeals rights
	+ Give the individual the opportunity to respond
	+ Investigate in a fair and equitable manner
	+ Inform Pearson of any malpractice or attempted acts of malpractice, which have compromised assessment. Pearson will advise on further action required
* Penalties should be appropriate to the nature of the malpractice under review
* Gross misconduct should refer to learner and staff disciplinary procedures.

**Definition of Malpractice by Learners**

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

* plagiarism of any nature
* collusion by working collaboratively with other learners to produce work that is submitted as individual
* learner work
* copying (including the use of ICT to aid copying)
* deliberate destruction of another’s work
* fabrication of results or evidence
* false declaration of authenticity in relation to the contents of a portfolio or coursework
* 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.

**Definition of Malpractice by Centre Staff**

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

* improper assistance to candidates
* inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates’ achievement to justify the marks given or assessment decisions made
* failure to keep candidate coursework/portfolios of evidence secure
* fraudulent claims for certificates
* inappropriate retention of certificates
* 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
* 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.

This policy will be reviewed every 12 months by Quality Nominee – George Budd

Last reviewed – September 2017