



Examinations and Assessment Malpractice Policy

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Last Reviewed: July 2020

Next Review: July 2021

Reviewed by Exam manager and SLT with responsibility for Assessment

Principle:

Woodside High School aim to identify and minimise the risk of malpractice by students and centre staff. All instances of malpractice will be reported to the relevant awarding body after a thorough internal investigation has been carried out.

Purpose:

The school will respond to any incident of alleged malpractice promptly and objectively and report as such to the relevant awarding body. We aim to standardise and record any investigation of malpractice to ensure openness and fairness. The awarding body will impose appropriate penalties and/or sanctions on students and staff where incidents (or attempted incidents) of malpractice are proven. We aim to protect the integrity of the school and general qualifications both exam based and non-exam based.

In order to do this, the school will:

1. Seek to avoid potential malpractice by using the induction period and the student/staff handbook to inform the whole community of the school's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
2. Show students the appropriate formats to record cited texts and other materials or sources of information during the production of non-examined assessments (NEA) and non-exam based qualifications.
3. Ensure that students authenticate their work.
4. Ask students to provide evidence that they have interpreted appropriate information and acknowledged any sources used.
5. Conduct an investigation in a form commensurate with the nature of the malpractice allegation.
6. Such an investigation will be supported by the Assistant Head Teacher with responsibility for Assessment, the Examinations manager and all students/staff linked to the allegation.



It will proceed through the following stages:

- Statements will be collected from all parties concerned.
- A meeting will take place to discuss the allegation.
- The concerned parties will be informed of the penalties/sanctions to be imposed either by the centre and/or the possible sanctions imposed by the Awarding body

The school will:

- Notify the awarding body at the earliest opportunity of alleged malpractice
- 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, the school will apply the following penalties / sanctions:

1. Work to be resubmitted by the learner/work to be remarked by alternative member of staff in the department.

Or

2. Loss of marks for the unit concerned.

Or

3. Removal of the student from the course.

Definition of Malpractice by Learners

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

- Plagiarism (e.g., downloading information from the internet and submitting as own work).
- Collusion by working together with other students to produce work that is submitted as individual students work.
- Copying (including the use of ICT to aid copying).
- Deliberate destruction of another's work
- False declaration of authenticity of a students work
- Fabrication of results or evidence
- Failure to follow the rules in a public written exam as per the "**NOTICE TO CANDIDATES**" which is displayed on the exams noticeboard and school website and is also issued to students prior to all public exams



Definition of Malpractice by School Staff

- Improper assistance to the students
- Inventing or changing marks for internally assessed work where there is insufficient evidence of the students work to justify the marks awarded.
- Assisting students in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, e.g., where the assistance involves staff producing the work for the student.
- Producing falsified witness statements, e.g., for evidence the learner has not produced.
- Misusing the conditions for special requirements, for example where a student is entitled to support such as a scribe, this is permissible up to the point where the support has the potential to influence the outcome of the assessment.
- Fraudulent certificate claims, that is claiming for a certificate prior to the student completing all the requirements of the assessment.

Evaluation: This policy will be reviewed annually by the Assistant Headteacher with responsibility for Assessment and the Exams manager.