



Staff Malpractice (Controlled Assessment) Policy

Document produced by: Lisa Emblen

Date produced: March 2016

Reviewed by SLT: March 2017

To be reviewed: March 2018

Definition:

‘Malpractice’, which includes maladministration and non-compliance, means any act, default or practice which is a breach of the Regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

Centre Staff Malpractice

Centre staff malpractice means:

- malpractice committed by a member of staff or contractor (whether employed under a contract of employment or a contract for services) at the centre; or
- an individual appointed in another capacity by the centre such as an invigilator, an Oral Language Modifier, a practical assistant, a prompter, a reader, a scribe or a Sign Language Interpreter.

Examples of centre staff malpractice are set out below. These examples are not an exhaustive list and as such do not limit the scope of the definitions set out in this document. Other instances of malpractice may be identified and considered by the awarding bodies at their discretion.

- 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 students 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 students 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.

Procedures:

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

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.

If the 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. The School will also inform such individuals of the avenues for appealing should a judgment be made against them.

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

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

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

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.



Other Policies/Documents:

This Policy should be read in conjunction with the following Policies/documents:

- Policy for Controlled Assessment & Internal Assessment Decisions
- Late Arrival to Exams Policy
- Early Examination Entry Policy
- Risk Management
- Internal Appeals Procedures Policy
- Exams Archiving Policy
- Disability Policy
- Management of Non-Examination Assessments Policy
- Exams Policy
- Word Processing Policy
- Exams Contingency Policy
- Access Arrangements Policy
- Emergency Evacuation Policy