



**CALTHORPE
ACADEMY**
Skills for the life we want

Qualifications / Examinations Malpractice Policy

September 2021

*All policies are electronically signed and available on Governor Hub

Ratified by the Local Governing Body

Signed by the LGB

Date: 05.10.2021

To be reviewed every 2 years

Date: 05.10.2023

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1. Introduction:

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff and student malpractice in the assessment of internally marked qualifications and also regarding examinations invigilated by staff at the Academy and marked externally.

2. Examples of Staff Malpractice:

2.1 Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by staff with regards to portfolio-based qualifications. This list is not exhaustive:

1. Tampering with candidates work prior to external moderation/verification
2. Assisting candidates with the production of work outside of the awarding body guidance
3. Fabricating assessment and/or internal verification records or authentication statements

2.2 The following are examples of malpractice by staff with regard to examinations:

1. Assisting candidates with exam questions outside of the awarding body guidance
2. Allowing candidates to talk, use a mobile phone or go to the toilet unsupervised
3. Tampering with scripts prior to external marking taking place.

2.3 Staff Malpractice Procedure:

Investigations into allegations will be coordinated by Mounir Meghalsi (Head Teacher) who will ensure the initial investigation is carried out within ten working days. The person responsible for coordinating the investigation will depend on the qualification being investigated. The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. Where appropriate, the staff member concerned and any potential witnesses will be interviewed and their version of events recorded on paper.

2.1 The member of staff will be:

1. Informed in writing of the allegation made against him or her
2. Informed what evidence there is to support the allegation
3. Informed of the possible consequences, should malpractice be proven
4. Given the opportunity to consider their response to the allegations
5. Given the opportunity to submit a written statement
6. Given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)
7. Informed of the applicable appeals procedure, should a decision be made against him/her
8. Informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or professional bodies. If work is submitted for moderation/verification or for marking which is not the candidate's own work, the awarding body may not be able to give that candidate a result.

3. Student Malpractice

3.1 A fair assessment of student's work can only be made if that work is entirely the student's own. Therefore students can expect an awarding body to be informed if:

1. They are found guilty of copying, giving or sharing information or answers, unless part of a joint project
2. They use an unauthorised aid during a test or examination
3. They copy another student's answers during a test or examination
4. They talk during a test or examination.

4. Student Malpractice Procedure

All allegations of student malpractice will lead to a full investigation which will follow the guidance of the relevant awarding body (see below). If a student feels he/she has been wrongly accused of cheating or plagiarism, they should be referred to the Complaints Policy. Reporting to ASDAN The centre's responsibility as outlined in ASDAN's Malpractice and Maladministration policy and procedure section 3.2 will be adhered to.

5. Changes

Description	Date	Page	Section
Mounir Meghalsi (Head Teacher)	29/09/21	3	2.3