



Exams Malpractice Policy

Date of last review:	2021	Review period:	2 Years
Date of next review:	2023	Written by:	Exams Officer
Type of policy:	Non-statutory	Committee:	Curriculum & Standards
Signature:			

1. RATIONALE

- 1.1 To ensure the Head of Centre, Examination Officer and all others involved in managing the delivery of general and vocational qualifications understand that 'Malpractice' includes maladministration and non-compliance of any act, default or practice that is a breach of the following regulations:
 - 1.1.1 *Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate.*
 - 1.1.2 *Failure by a centre to notify, investigate and report to an awarding body allegations of suspected malpractice constitutes malpractice.*
 - 1.1.3 *Failure to take action as required by an awarding body as detailed in **JCQ Suspected Malpractice in Examinations and Assessments Policies and Procedures**, or to co-operate with an awarding body's investigations constitutes malpractice.*

2. AIM

- 2.1 To identify and minimise the risk of malpractice by staff or students.
- 2.2 To respond to any incident of alleged malpractice promptly and objectively.
- 2.3 To standardise and record any investigation of malpractice to ensure openness and fairness.
- 2.4 To protect this centre against all allegations of malpractice in relation to examinations and assessment that might undermine the integrity and validity of the examination or assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification.

3. PROCEDURES

- 3.1 Wyre Forest School will not tolerate actions or attempted actions of malpractice by candidates or staff. Every case of malpractice must be reported to the Head of Centre, the Examinations Officer or to the Quality Nominee for all qualifications. (Appendix 1).
- 3.2 In all instances of malpractice reference will be made to the [JCQ publication *Suspected Malpractice in Examinations and Assessments, Policies and Procedures*](#). This document is attached and sets out examples of malpractice by staff and candidates. The document details the procedures for investigating and

following up instances of alleged or actual malpractice and the sanctions to be applied.

4. MONITORING

4.1 This policy will be updated every two years.

4.2 This policy will be maintained regularly through line management meetings with a member of the Senior Leadership Team, the Exams Officer and the Head of Centre to ensure all procedures are undertaken accurately and robustly.

Appendix 1

Aim

- To identify and minimise the risk of malpractice by staff or students.
- 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 students or staff where incidents (or attempted incidents) of malpractice are proven.
- To protect the integrity of this centre and all qualifications.

In order to do this, the centre will:

- Seek to avoid potential malpractice by using the induction period and the student handbook to inform students of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
- Show students the appropriate formats to record cited texts and other materials or information sources.
- Ask students to declare that their work is their own.
- Ask students 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 and all personnel linked to the allegation. It will proceed through the following stages:
 - The Allegation
 - The awarding body's response
 - The investigation
 - The Report
 - The decision
 - The appeal
- Make an 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, this centre will apply penalties/sanctions with reference to the Appendix 1, *JCQ Suspected Malpractice in Examinations and Assessment Policies and Procedures*.

Definition of Malpractice by Students and Staff

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

- Plagiarism of any nature.
- Collusion by working collaboratively with other students to produce work that is submitted as individual student 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.

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 where there is insufficient evidence of the candidates' achievements to justify the marks given or assessment decisions made.
- Failure to keep candidate coursework/portfolios of evidence secure.
- Fraudulent claims for certificates.

- 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 student.
- Producing falsified witness statements, for example for evidence the student has not generated.
- Allowing evidence, which is known by the staff member not to be the student's own, to be included in a student's assignment.
- Facilitating and allowing impersonation.
- Misusing the conditions for special student requirements, for example where students are permitted support, such as an amanuensis (scribe), 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 student completing all the requirements of assessment.