



The Iffley Academy

Assessment Malpractice Policy

AIM

1. to identify and minimise the risk of malpractice by staff or learners
2. to respond to any incident of alleged malpractice promptly and objectively
3. to standardise and record any investigation of malpractice to ensure openness and fairness
4. to impose appropriate penalties and/or sanctions on learners of staff where incidents (or attempted incidents) of malpractice are proven
5. to protect the integrity of this centre, Edexcel, WJEC, AQA, NOCN and BTEC qualifications
6. In order to do this, the Centre will:
 - Seek to avoid potential malpractice by using the induction period and the student 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 acknowledge any sources used
 - Inform the awarding organisation of the incident of malpractice and seek advice from that organisation on how to proceed
 - Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Headteacher and all personnel linked to the allegation
 - Make individuals 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 for appealing against any judgement made
 - Inform the individual of the avenues for appealing against any judgement made
 - Document all stages of any investigation

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 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 candidate's 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 for 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 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

Please refer to the JCQ Policy Suspected Malpractice in Examination and Assessments 1st September 2010 to 31st August 2011 for further information

Signed _____ Headteacher

Date 3rd March 2015

Signed _____ Chair of Governors

Date 3rd March 2015