

WALTON HALL ACADEMY

MALPRACTICE POLICY

Developed:

Revised: February 2017

Review Date: February
2018



Walton Hall Academy

Malpractice Policy 2016 to 2017

Malpractice Policy

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the assessment of internally marked qualifications (such as ASDAN, BTEC, WJEC and NCFE) and also regarding examinations invigilated by staff at the academy and marked externally.

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and the authority of those responsible for conducting assessment and certification.

Walton Hall Academy does not tolerate actions (or attempted actions) of malpractice by learners or by staff, in connection with any awarding body qualification.

Awarding bodies may impose penalties and/or sanctions on learners or centres where incidents (or attempted incidents) of malpractice have been proven.

Learner malpractice may include:

- Plagiarism by copying and passing off, as the learner's own, all or part of another person's work, of any kind and, in particular, items from a website, without the originator's permission and without appropriately acknowledging the source.
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work. Teamwork is valuable and an essential key skill in many sectors and must be evidenced appropriately
- Impersonation, by pretending to be someone else
- Failing to abide by the instructions or advice of an assessor or awarding body regulations
- Misuse of assessment material
- The alteration of any results document, including certificates

Centre staff malpractice may include:

- Alteration of the awarding body's assessment and grading criteria
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's portfolio
- Producing falsified witness statements, for example for evidence the learner has not generated
- Misusing the conditions for Reasonable Adjustments or Special Considerations such that 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 fraud
- Fraudulent certificate claims, by claiming for a certificate prior to the learner completing all the requirements of assessment

Maladministration, by failing to keep the required records and documents and failing to adhere to awarding body administrative procedures

Learner malpractice discovered by the Centre

Malpractice discovered by the Centre will be investigated by the centre.

Make a statement here about how the centre will investigate and deal with this or make reference to the centre's Learner Disciplinary Procedure, if there is one.

Staff malpractice discovered by the Centre

Malpractice discovered by the Centre will be investigated by the centre.

The centre will investigate and deal with this or make reference to the centre's Staff Disciplinary Procedure, if there is one.

Malpractice discovered by the Awarding Body

The Head of the Centre and all relevant personnel will provide the required support for the awarding body investigation.

Staff Malpractice Procedure

Investigations into allegations will be co-ordinated by the head of centre or member of SLT, who will ensure the initial investigation is carried out within ten working days. The person responsible for co-ordinating 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.

The member of staff will be:

- Informed in writing of the allegation made against him or her
- Informed what evidence there is to support the allegation
- Informed of the possible consequences, should malpractice be proven
- Given the opportunity to consider their response to the allegations
- Given the opportunity to submit a written statement
- Given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)
- Informed of the applicable appeals procedure, should a decision be made against him/her
- 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 including the GTC

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.

Staff Malpractice Sanctions

Where a member of staff is found guilty of malpractice, Walton Hall Academy may impose the following sanctions:

- 1) **Written warning:** Issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied
- 2) **Training:** Require the member of staff, as a condition of future involvement in both internal and external assessments to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training
- 3) **Special conditions:** Impose special conditions on the future involvement in assessments by the member of staff
- 4) **Suspension:** Bar the member of staff in all involvement in the administration of assessments for a set period of time
- 5) **Dismissal:** Should the degree of malpractice be deemed gross professional misconduct, the member of staff could face dismissal from his/her post

Appeals

The member of staff may appeal against sanctions imposed on them. Appeals will be conducted in line with the organisations Appeals Policy.