

ASSESSMENT MALPRACTICE POLICY

Produced by:	Assistant Principal – Curriculum & Quality		
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Preamble to the Policy

Equal Opportunities

The College shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender, religion, belief, pregnancy, maternity and paternity, marriage and civil partnership and the rehabilitation of offenders. The College shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

Introduction

The aim of this policy is to identify and minimise the risk of malpractice by staff or learners while ensuring that any response to any incidence of alleged malpractice is investigated in a standardised manner both promptly and objectively ensuring openness and fairness together with appropriate penalties and/or sanctions in place to be imposed on learners or staff where incidents (or intended incidents) of malpractice are proven.

1. Policy on Assessment Malpractice

To avoid incidents of malpractices, the College will:

- Seek to avoid potential malpractice by using the induction period and the learner handbook to inform learners of the College'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 and information sources.
- Require learners to declare that their work is their own
- Require learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.

2. Definition of Malpractice by Learners

The list is not exhaustive and other instances of malpractice may be considered by this College 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/test/examination.
- Cheating during examinations or coursework assessments either internally set or externally set. For example, the regulations for GCSE, GCE, Entry Level and Project Qualification Coursework Assignments and GCSE Controlled Assessments state that:
 - "The work you submit for assessment must be your own"
 - "You must not copy from someone else or allow another candidate to copy from you"
 - "If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating or malpractice"

Teachers have the right to reject a learner's work on the grounds of malpractice if any of the above regulations are broken.

The learner, parent or guardian of a learner has the right to appeal against any decisions to reject to a candidate's internally assessed work on the grounds of malpractice.

3. Definition of Malpractice by College Staff

The list is not exhaustive and other instances of malpractice may be considered by this College 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 candidates' achievement to justify the marks given or assessment decisions made.
- Failure to keep candidate coursework/portfolios of evidence secure.
- Fraudulent certificate claims.
- Inappropriate retention of certificates.
- Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment e.g. where the assistance involves College staff producing the work for the learner.

- Producing falsified witness statements.
- Allowing evidence that is known by a staff member not to be the learner's own, to be included in a learner's assignment/task/coursework/portfolio.
- Facilitating and allowing impersonation.
- Misusing the conditions for special learner requirements e.g. where learners are permitted support, where the support has the potential to influence the outcome of the assessment.
- Falsifying records/certificates e.g. by alteration, substitution or fraud.

4. Where Malpractice is suspected

- Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Principal and all personnel linked to the allegation. It will proceed through the following stages depending on what stage it has been solved:
 1. Course Tutor
 2. Assistant Curriculum Director
 3. Curriculum Director
 4. Vice Principal
- Make the individual/s 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/s the opportunity to respond to the allegations made.
- Inform the individual of the avenues for appealing against any judgement made.
- Document all stages of the investigation
- Where malpractice is proven, this College will apply existing sanctions in keeping with existing College Disciplinary policies and procedures. (Refer to Learner and Staff Disciplinary Codes)