



ASSESSMENT MALPRACTICE

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Aims

- To identify and minimise the risk of malpractice by staff or learners
- 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 learners or staff where Incidents (or attempted incidents) of malpractice are proven

- To protect the integrity of this centre and its suite of qualifications

Context

The College recognises that for some learners avoiding plagiarism in particular will be a challenge due to inexperience in working on assignments, especially assignments for BTEC qualifications as well as our other awarding body organisations. This policy does not include HE qualifications.

In order to do this, the centre will:

- seek to avoid potential malpractice by using the induction period and the learner handbook to inform learners of the centre's policy on malpractice and the penalties 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 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 Learning Manager /Director/Head of area and all personnel linked to the allegation. It will proceed through the following stages:

In the case of plagiarised work learners will be informed that they have breached the malpractice rules and will be placed on stage 1 of Positive Behaviour Guidance process, or, if necessary, be placed on the next stage in the procedure. Assessors/Lead IVs will ensure this happens via the personal tutor and Directors/Heads of Area informed

In the case of plagiarism, collusion, or copying, learners will be required to attend a work improvement session with a member of the learning support team, during which they will be guided as to how to produce work that properly shows the learners level of understanding.

This work session will constitute an extension to the assignment period. In order to avoid providing an unfair advantage guidance provided during this session must be limited to overcoming the malpractice and must not include further guidance on how to achieve against the assessment criteria.

Where a learner breaches malpractice rules a second time, or fails to attend the improvement session, a Learner Manager /Director/Head of Area will decide on further measures and will inform the lead internal verifier and learner in writing. Further measures may include withdrawal from the programme.

The learner may appeal against the judgement that their work is (partially or wholly) plagiarised. If so, then the appeals procedure will be applied.

JCQ requirements

Malpractice by a candidate discovered in a controlled assessment, coursework or nonexamination assessment component prior to the candidate signing the declaration of authentication need not be reported to the awarding body but must be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach must be reported to the awarding body immediately. https://www.jcq.org.uk/wp-content/uploads/2021/09/Malpractice_21-22_FINAL.pdf

(Pearson (BTEC) adheres to: <https://qualifications.pearson.com/en/support/support-topics/exams/examination-guidance/malpractice.html>)

AAT adheres to: [AAT malpractice and maladministration policy](#)

For reference:

JCQ have several documents including plagiarism in assessments and forms for notifying awarding organisations of suspected malpractice available <https://www.jcq.org.uk/exams-office/malpractice/>

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 IT to aid copying)
- deliberate destruction of another individuals' 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 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 (coursework or portfolio evidence) where there is insufficient evidence of candidates' 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 of 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 access arrangements/reasonable adjustments, for example where learners are permitted support, such as a 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 learner completing all the requirements of assessment.

Any incident of Malpractice by Centre Staff will be investigated fully in line with relevant and appropriate policies.