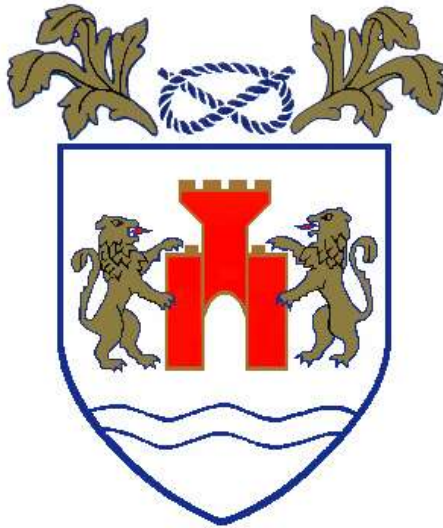


# **Wolstanton High School**

**A Shaw Education Trust Academy**



## **Assessment Malpractice Policy**

**Agreed by Academy Council: Autumn 2017**

**Reviewed by Academy Council: Annually**

**Next Review by  
Mary Hobson and Julie Wilson: Autumn 2018**

## **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 BTEC qualifications
- To ensure the risk of malpractice is minimised for automated testing qualifications such as ECDL offered through BCS.

## **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 material 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 Head of Centre and all personnel linked to the allegation. It will proceed through the following stages:
  1. Appointment of senior member of staff to lead the investigation
  2. Gathering of evidence by senior member of staff
  3. Report presented to Head of Centre for further action as required
- Make the 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 judgement made;
- Document all stages of the investigation;
- Where malpractice is proven, this centre will apply the following penalties/sanctions
  1. Submitted work rejected
  2. New assignment set with clear deadlines
  3. All future assignments to be part of sample for internal verification
- Ensure the Head Invigilator has taken part in the relevant training required, and that all other invigilators are clear on procedures and policies;
- To make sure that least 1 metre's width is used to separate Learners with completing automated testing on computers;
- To ensure that all invigilators are observed during their first session with the ECDL tests, and that they are included in the audit procedure on an annual basis.

**This policy will be reviewed every 12 months by Mary Hobson and Julie Wilson**