

PORTFIELD SCHOOL & SATELLITE CENTRES



POLICY DOCUMENT FOR MALPRACTICE IN RELATION TO ACCREDITED QUALIFICATIONS



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Review of Policy

This policy will be reviewed biennially unless changes of circumstances or legislation requires it to be amended earlier.

Signed: Date:
Headteacher

Signed: Date:
Chair of Governors

Portfield School Mission Statement

Working together Learning together Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

Malpractice Policy

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

The malpractice policy provides Headteacher, Deputy Headteacher and Tutors with the procedures for dealing with malpractice on the part of candidates, members and any others involved in providing courses.

Introduction

Course Organisers and Tutors must be vigilant regarding examination malpractice and where malpractice occurs it must be dealt with in an open and fair manner.

In the interests of candidates, Course Organisers and Tutors need to respond effectively and openly to all requests for an investigation into an incident or a suspected incident of malpractice. Course Organisers or Tutors are required to inform candidates suspected of malpractice of their responsibilities and rights, and inform [Headteacher or nominated representative](#) immediately of the alleged incident for investigation. In the event that malpractice is suspected by the Course Organiser or Tutor the issue should be referred directly to [Headteacher or nominated representative](#) for investigation.

In suspected cases of malpractice the issuing of results or certificates will be withheld while an investigation is in progress. Depending on the outcome of the investigation, results or certificates may be released or withheld.

The following guidelines are for suspected incidences of malpractice or mal administration by Candidates, Tutors and Course Organisers.

Learner Malpractice

Attempting or actually carrying out any malpractice activity is not permitted. The following are examples of malpractice by candidates; this list is not exhaustive and other instances of malpractice may be considered by [Headteacher or nominated representative as applicable](#).

- Plagiarism
- Collusion
- Impersonation in an examination or test
- Fabrication of results
- Failing to abide by the instructions of Tutor in relation to examination rules, regulations and security

- Misuse of examination material
- Introduction of unauthorised material
- Behaving in such a way as to undermine the integrity of the assessment or examination
- The alteration of any results document including certificates
- Cheating to gain unfair advantage

Where a candidate is suspected of malpractice during an assessment or an examination the Course Organiser or Tutor must immediately inform The [Headteacher or nominated representative](#) of this. A detailed report of the malpractice must then be submitted to the Examination Board.

The work or examination paper must be assessed or marked in the usual way.

[Headteacher or school representative](#) will consider the evidence and the candidate's results will be withheld until a decision is made.

Course Organiser and Tutor Malpractice

The following are examples of malpractice by Course Organisers and/or Tutors; this list is not exhaustive and other instances of malpractice may be considered.

- Failing to keep any Project examination papers and candidate assessment documentation secure
- Alteration of any examination papers and coursework
- Facilitating and allowing impersonation
- Misusing the conditions for candidates with reasonable adjustment requests
- Failing to keep computer or paper files secure
- Falsifying records or certificates
- Obtaining unauthorised access to examination papers or material prior to an examination or practical assessment

Where there are grounds to suspect that a Course Organiser or Tutor has acted inappropriately in the conduct of course delivery, assessments or examinations the SEN Transition project will investigate and will suspend the issue of results during the investigation.

Tutors (Assessors)

Where there are grounds to doubt the integrity of assessments or of assessment procedures the Headteacher/Deputy Headteacher will investigate and will suspend the issue of results during the investigation.

Dealing With Malpractice

It is the responsibility of [Headteacher or nominated representative](#) to carry out an investigation into allegations of malpractice. The alleged incident must be reported to the [Headteacher or nominated representative](#) at the earliest opportunity. The [Headteacher or nominated representative](#) reserves the right to carry out an independent investigation in full under any circumstances of alleged malpractice relating to [an accredited](#) Course and the full co-operation of all involved personnel will be expected.

If a Course Organiser or Tutor discovers or suspects anyone of malpractice, they must inform the [Headteacher or nominated representative](#) in writing at the earliest opportunity to allow an investigation to take place. [Headteacher or nominated representative](#) will inform the candidate in writing and make the individual fully aware of the nature of the alleged malpractice and will inform the candidate of the possible consequences should malpractice be proven.

If a Course Organiser or Tutor is alleging an individual may have been involved in an act of malpractice, the individual will be given the opportunity to respond in writing to the allegations made. The [Headteacher](#) will also inform such individuals of the avenues for appealing should a judgement be made against them.

The [Headteacher](#) reserves the right to access any documents held by the Course Organiser or Tutor in relation to alleged malpractice. It may be necessary during the process to notify Agored Cymru, and other regulatory and funding authorities and for The [Headteacher](#) to share information with other bodies.