

The Bromfords School and Sixth Form College



EXAM AND ASSESSMENT MALPRACTICE POLICY 2021- 2022

Key staff involved in the conduct exam and assessment malpractice

| Role | Name(s) |
|-----------------|-----------------|
| Head of centre | Mr J Tree |
| Quality Nominee | Mr K Ford |
| SLT member(s) | Mr B Haines |
| Exams officer | Mrs D Wakefield |

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

The Bromfords School and Sixth Form College does not tolerate actions (or attempted actions) of malpractice by:

- Learners
- Bromfords Staff

in connection with any external examination or assessment or within our own internal assessments

Introduction

All Staff must be vigilant regarding assessment malpractice and where malpractice occurs it must be dealt with in an open and fair manner.

The policy on malpractice aims to:

- define malpractice in the context of assessment and certification for external awarding body qualifications
- set out the rights and responsibilities, with regard to malpractice, of the learner and the centre.

In the interest of learners and centre staff, The Bromfords School and Sixth Form College will respond effectively and openly to all requests for an investigation into an incident or a suspected incident of malpractice.

The Head of Centre or their nominees will supervise investigations resulting from allegations of malpractice. The Head of Centre or their nominees are required to inform learners and centre staff suspected of malpractice of their responsibilities and rights.

For policy on malpractice relating to GCSE, GCE, Vcerts and BTEC and any other externally certified qualifications we refer to the JCQ publication Guidance for dealing with instances of suspected malpractice in examinations, the latest issue (www.jcq.org.uk).

Guidance on assessment malpractice

The Bromfords School and Sixth Form College requires assessors to ask learners to declare that their work is their own, for instance:

- for BTEC internally assessed units, assessors are responsible for checking the validity of the learner's work.

In order to help learners understand what constitutes Assessment Malpractice and how to avoid it, The Bromfords School and Sixth Form College will;

- Use the induction period and the student exam support booklet 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 materials or information sources including websites. Learners should not be discouraged from conducting research; indeed evidence of relevant research often contributes to the achievement of higher grades. However, the submitted work must show evidence that the learner has interpreted and synthesised appropriate information and has acknowledged any sources used.
- introduce procedures for assessing work in a way that reduces or identifies malpractice, e.g. plagiarism, collusion, cheating, etc. These procedures may include:
- periods of supervised sessions during which evidence for assignments/tasks/coursework is produced by the learner
- altering assessment assignments/tasks/tools on a regular basis
- the assessor assessing work for a single assignment/task in a single session for the complete cohort of learners
- using oral questions with learners to ascertain their understanding of the concepts, application, etc within their work
- assessors getting to know their learners' styles and abilities, etc.
- ensuring access controls are installed to prevent learners from accessing and using other people's work when using networked computers.

1. Learner malpractice

- Attempting to or actually carrying out any malpractice activity is not permitted by The Bromfords School and Sixth Form College. The following are examples of malpractice by learners; this list is not exhaustive and other instances of malpractice may be considered by The Bromfords School and Sixth Form College at its discretion:
 - plagiarism by copying and passing off, as the learner's own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work (including Internet sources), thoughts, inventions and/or discoveries whether published or not, with or 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 an individual learner's work. Learners should not be discouraged from teamwork, as this is an essential key skill for many sectors and subject areas, but the

use of minutes, allocating tasks, agreeing outcomes, etc are an essential part of team-work and this must be made clear to the learners

- 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
- fabrication of results and/or evidence
- failing to abide by the instructions or advice of an assessor, a supervisor, an invigilator, or examination board conditions in relation to the assessment/examination/test rules, regulations and security
- misuse of assessment/examination material
- introduction and/or use of unauthorised material contra to the requirements of supervised assessment/examination/test conditions, for example: notes, study guides, personal organisers, calculators, dictionaries (when prohibited), mobile phones, smart watches or other similar electronic devices
- obtaining, receiving, exchanging or passing on information which could be assessment/examination/test related (or the attempt to) by means of talking or written papers/notes during supervised assessment/examination/test conditions
- behaving in such a way as to undermine the integrity of the assessment/examination/test
- the alteration of any results document, including certificates
- cheating to gain an unfair advantage.

2. Centre staff malpractice

The following are examples of malpractice by centre staff. The list is not exhaustive and other instances of malpractice may be considered by Bromfords School at its discretion:

- failing to keep any mark schemes secure alteration of any mark schemes
- alteration of the exam board's assessment and grading criteria
- 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 the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis, this is permissible up to the point where 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 by fraud
- fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment
- failing to keep assessment/examination/test papers secure prior to the assessment/examination/test
- obtaining unauthorised access to assessment/examination/test material prior to an assessment/examination/test.

3. Investigating alleged malpractice

The Bromfords School and Sixth Form College will investigate and co-operate fully with any investigation being carried out by examination boards into alleged Assessment Malpractice.

When dealing with alleged malpractice in a centre, examination boards will deal primarily with the Head of Centre. The boards will be allowed full access to a Centre for investigation purposes.

As part of the investigation examination boards will be allowed the right to:

- involve the learner and others in the investigation process
- deal with the learner (if aged 18 or above) and/or the learner's representative.

This may occur, for example, when a learner's account of events is at variance with that of the centre. Where learners aged 18 or over are involved, they may wish to be assisted by centre personnel, parents or guardians.

If malpractice is discovered by an examination board representative (e.g. a moderator) or has been reported directly to an examination board by a third party, boards will conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be given the full support of the Head of Centre and all personnel linked to the allegation.

In suspected cases of malpractice that involve an examination board representative (e.g. a moderator) the board will conduct an investigation appropriate to the nature of the allegation.

4. Malpractice discovered by a Centre

For GCSE, GCE, BTEC, VCerts or any externally certified qualifications any malpractice or attempted acts of malpractice, which have influenced the assessment outcomes, must be reported by staff and by The Bromfords School and Sixth Form College to the examination board.

5. Dealing with malpractice

Teachers must be alert to possible malpractice and alert their line manager of suspected malpractice. The line manager should alert the Head of Centre. At the first notification of alleged malpractice the Head of Centre will carry out an investigation into allegations of malpractice.

Investigations into alleged malpractice against the Head of a Centre will normally be conducted by the Chair of the Governing Body of the Centre, the Deputy Headteacher, the responsible employer or an appointed nominee. The alleged incident will be reported to the examination board at the earliest opportunity.

The Bromfords School and Sixth Form College will co-operate fully with any investigation undertaken by an examination board into malpractice whether or not an investigation by our own staff is being undertaken.

If The Bromfords School and Sixth Form College discovers or suspects anyone of malpractice, the individual will be made fully aware (in writing) at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.

In the case of an individual being allegedly involved in malpractice The Bromfords School and Sixth Form College will give the individual the opportunity to respond (in writing) to the allegations made. The Bromfords School and Sixth Form College will also inform such individuals of the avenues for appealing should a judgment be made against them.

The Bromfords School and Sixth Form College will give examination boards the right to access any documents held by the Centre in relation to alleged malpractice.

6. Penalties and sanctions applied by examination boards

Where malpractice against a centre/member of staff/learner is proven, boards will have to consider whether the integrity of its assessments/examinations/tests might be jeopardised if the centre/member of staff/learner in question were to be involved in future assessments/examinations/tests. Examination boards may take action to protect the integrity of their assessments/examinations/tests in the future. This action may include:

- refusing to accept assessment/examination entries from a centre in cases where malpractice is established
- reserving the right to withdraw programme approval from centre's where malpractice has been identified
- reserving the right to refuse to issue or to withdraw certificates.

7. Appeals

The Bromfords School and Sixth Form College has an appeal procedure as part of our assessment policy for students and part of our staff conduct policies. Examination boards have established procedures for centres that are considering appeals against penalties and sanctions arising from malpractice. Appeals against a decision made by boards will normally be accepted only from Heads of Centres/Headteacher/CEO (on behalf of learners and/or members of staff) and from individual members of centre staff (in respect of a decision taken against them personally).

Students' Appeal Procedure Policy for Vocational Courses

The students' appeals policy for vocational courses can be found on the school's website or a request for a copy of the policy can be made to the school's Quality Nominee Mr Brian Pratt.

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