



CHALLNEY HIGH SCHOOL FOR GIRLS

MALPRACTICE AND MALADMINISTRATION POLICY

Legal

- To meet the requirements of the Joint Qualifications Council (JCQ) awarding organisations
- To meet the requirements of other awarding organisations used by the school

Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Examinations Officer and reviewed by the Senior Leadership Team
- The Headteacher will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require

Prepared by: Examinations Officer

Reviewed by: Assistant Headteacher

Approved by: SLT and School Governors

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1. Introduction

For the purposes of this policy Challney High school for Girls will be known forthwith as 'the School'.

This policy sets out how the School addresses any issues regarding malpractice and maladministration including any issues regarding the authenticity of work submitted by a student for assessment. This policy applies to all staff and students at the School.

The School has an obligation to its students, partner schools and colleges, employers and awarding organisations that the qualifications its students receive are a fair and accurate representation of their work, and of the knowledge and skills attained. If a student passes an assessment, or gets a qualification, by unfair means then this is unfair to those who have achieved the same qualification fairly. For these reasons the School will undertake all appropriate measures to ensure that student work is in fact their own, and that plagiarism, cheating or other forms of malpractice have not taken place.

The School will also ensure that appropriate action is undertaken where malpractice or maladministration has taken place.

This policy will be reviewed regularly, and revised as necessary in response to the requirements of the Joint Council for Qualifications (JCQ) and awarding organisation requirements or trends identified from previous instances of assessment malpractice or maladministration.

2. Purpose and Aims of the Policy

The purpose of the policy is to:

- Protect the integrity of the School and its qualifications.
- Provide guidance and support to staff and students on malpractice and maladministration.

The aims of the policy are to:

- Identify and minimise the risk of malpractice by students.
- Identify and minimise the risk of malpractice and maladministration by staff.
- Respond to any incident of alleged malpractice or maladministration promptly and objectively.
- Standardise and record any investigation of malpractice or maladministration to ensure openness and fairness.
- Prevent such issues from reoccurring through taking actions where malpractice or maladministration has occurred.

3. Scope

This policy applies to all students and staff.

4. Definition

The Joint Council for Qualifications (JCQ) defines 'Malpractice', which includes maladministration and non-compliance, as:

“Any act, default or practice which is a breach of the Regulations or which compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate and / or damages the authority, reputation or credibility of any awarding organisation or centre or any officer, employee or agent of any awarding organisation or centre.”

5. Preventing Malpractice by Students

The School aims to prevent malpractice by students through:

- Seeking to avoid potential malpractice by using common practice to inform students of the School's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
- Ensuring staff that carry out assessment show students the appropriate formats to record cited texts and other materials or information sources prior to production of their work.
- Asking students to declare that their work is their own.
- Asking students to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.

6. Types of Student Malpractice

This list is not exhaustive and other instances of malpractice may be considered by the School at its discretion:

- Cheating in an exam (see section 7).
- Plagiarism of any nature (see section 8).
- Collusion by working collaboratively with other students to produce work that is submitted as Individual student work.
- Copying (including the use of IT 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/examination/test.

Marks and grades may be delayed whilst an awarding organisation investigates student malpractice.

7. Cheating

Cheating is an attempt to deceive assessors or examiners. It includes but is not restricted to, situations when the student is in an examination situation and:

- Communicates or attempts to communicate with a fellow candidate or individual who is not the invigilator or a member of staff.
- Copies or attempts to copy from a fellow candidate.
- Attempts to introduce or consult during an examination any unauthorised printed or written material, or electronic, calculation or information storage devices, including mobile phones.
- Impersonates another or allows him or her to be impersonated.

Cheating is considered to be gross misconduct by the School and will be treated as such. Various sanctions can be imposed by the school and / or relevant awarding organisation.

All suspected malpractice must be reported to the relevant awarding organisation. Full guidance can be found in the JCQ 'Suspected Malpractice in Examinations and Assessments Policies and Procedures' and the policies and guidelines of each awarding organisation.

8. Plagiarism

Plagiarism is the theft or use of someone else's work without proper acknowledgement, presenting the material as if it were one's own. Plagiarism is a serious academic offence and consequences are severe. Where there is doubt over the authenticity of work, an opportunity will be given to demonstrate that it is genuinely that of the student claiming credit.

8.1 Guidelines for Students

- Unacknowledged direct copying from the work of another person, or the close paraphrasing of somebody else's work, is plagiarism. This applies to copying both from other students' work, the work of staff and from published sources such as books, reports or journal articles.
- Plagiarised material may originate from any source. It is as serious to use material from the World Wide Web, electronic encyclopaedia or literature archive as it is to use material from a printed source if it is not properly acknowledged.
- Use of quotations or data from the work of others is entirely acceptable, and is often very valuable provided that the source of the quotation or data is given. Failure to provide a source or put quotation marks around material taken from elsewhere gives the appearance that the comments are a student's own work. When quoting word-for-word from the work of another person quotation marks or indenting (setting the quotation in from the margin) must be used and the source of the quoted material must be acknowledged.
- Paraphrasing, when the original statement is still identifiable and has no acknowledgement, is plagiarism. Taking a piece of text, from whatever source, and substituting words or phrases with other words or phrases is plagiarism. Any paraphrase of another person's work must have an acknowledgement to the source. It is not acceptable to put together unacknowledged passages from the same or from different sources linking these together with a few words or sentences of your own and changing a few words from the original text: this is regarded as over-dependence on other sources, which is a form of plagiarism.
- Direct quotations from an earlier piece of the student's own work, if unattributed, suggests that the work is original, when in fact it is not. The direct copying of one's own writings qualifies as plagiarism if the fact that the work has been or is to be presented elsewhere is not acknowledged.
- Source of quotations used should be listed in full either as a footnote or in a bibliography at the end of the piece of work and in a style required by the student's curriculum area.
- Coursework (including assignments, essays, portfolios etc.) must be the student's own work unless in the case of group projects a joint effort is expected and is indicated as such. Students must acknowledge assistance given from fellow students, staff and mentors to avoid suspicion of plagiarism.
- It is important to distinguish between minor and major plagiarism. Staff assessing students' work will use their own professional judgement to decide when an instance of plagiarism is significant, i.e. when action needs to be taken over the case. The unattributed use of several words or a single sentence would not normally require significant action (other than appropriate teacher advice). The School may use appropriate software to check a student's work.

8.2 Minor Plagiarism

- Plagiarism that is minor includes the unattributed use of a few sentences, or a short paragraph.
- Cases of minor plagiarism will normally be handled within the curriculum area and should be treated in a way which first of all provides clear guidance to students over what they have done; students should receive instructions from their teacher (or other members of school staff) about plagiarism: that it amounts to cheating; and is regarded by the School as very serious. The teacher should explain to the student the necessity of properly acknowledging and referencing the work of others and should provide appropriate examples.
- Incidents of minor plagiarism should be recorded by the teacher.

8.3 Major Plagiarism

- All cases not covered by the definition above are deemed to be major, that is:

- Extensive copying or plagiarism committed by students.
- Plagiarism which is the students' second (or subsequent) offence of minor plagiarism.
- Cases of such seriousness or such blatancy committed by students that to deal with them within the curriculum area would be inappropriate.
- Any case, regardless of extent, where it is inappropriate to deal with it within a curriculum area.
- It is the teacher's responsibility to identify and report cheating and major plagiarism to both the Subject Leader and SLT Link. Any uncertainties should also be recorded. A written report must be submitted which clearly states the outline of the assignment, how it was presented to the students, and the areas where the students was considered to have cheated or that were considered to be plagiarised.

Plagiarism is considered to be gross misconduct by the School and will be treated as such. The School will take into account factors such as the stage of the study, the extent and proportion of the work that has been plagiarised and the apparent intent of the student. The penalties and sanctions that will be imposed could include zero marks for the work (with or without allowing resubmission), the down grading of a result, reporting to the awarding organisation and any school disciplinary measures.

9. Conducting a Student Malpractice Investigation

It will proceed through the following stages:

- 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.
- Refer to all policies and guidance from JCQ or the relevant awarding organisation.
- Give the individual the opportunity to respond to the allegations made.
- Inform the individual of the avenues for appealing against any judgment made.
- Documenting all stages of any investigation.

Where malpractice is proven, this School will apply sanctions appropriate to the nature of the malpractice or maladministration under review and the relevant awarding organisation will be informed in line with their policies and guidelines.

10. Types of Staff Malpractice

Staff malpractice means malpractice committed by:

- A member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at the School.
- An individual appointed in another capacity by a centre such as an invigilator.

This list is not exhaustive and other instances of malpractice and maladministration may be considered by the School at its discretion:

- Failure to follow current JCQ and awarding organisation examination and assessment regulations.
- Improper assistance to candidates prior to or during examination or assessment.

- 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.
- Sharing marks, grades or endorsements classed as confidential with students or parents.
- Fraudulent claims for certificates.
- Inappropriate retention of certificates.
- Assisting students 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 school staff producing work for the student.
- Producing falsified witness statements, for example for evidence the student has not generated.
- Allowing evidence, which is known by the staff member not to be the student's own, to be included in a student's assignment/task/portfolio/coursework etc.
- Facilitating and allowing impersonation.
- Misusing the conditions for special learner requirements, e.g. where students are permitted support 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.
- Failure to keep appropriate and accurate records relating to all marks, grades and endorsements awarded for student work.
- Fraudulent certificate claims, that is claiming for a certificate prior to the student completing all the requirements of assessment.
- Failure to engage as requested with awarding organisations during any Quality Assurance or appeal processes.

11. Actions Arising from Staff Malpractice or Maladministration

- Any suspected instances of staff malpractice or maladministration should be reported immediately to the relevant Subject Leader and / or SLT Link.
- Once reported any suspected malpractice or maladministration will be reviewed in line with school and awarding organisation policies, procedures and guidelines.
- Any allegations of staff malpractice or maladministration will be dealt with in accordance with the School's staff disciplinary procedures.
- The School will record any actions arising from incidents of alleged malpractice or maladministration to help prevent such issues from reoccurring. Any relevant third parties will be informed of findings in line with awarding organisation requirements.

There is a risk of student marks and grades being delayed whilst an awarding organisation investigates staff malpractice. It is also possible that the School's 'centre status' is suspended.

12. Conflicts of Interest

The conflict of interest process is designed to protect the integrity of the exams system, and also helps to ensure that staff members at the School are protected if there is an allegation of malpractice due to a perceived, or real, personal interest.

The Head of Centre is responsible for managing the conflict of interest process, and must determine how they do so. The JCQ regulations explain what must be reported to the awarding organisations, and what information must be kept on record at the School.

Awarding organisations must be informed about conflict of interest before the published deadline for entries. The awarding organisations need to know about any members of the School staff who are:

- Taking qualifications which include internally assessed components/units at the School.
- Teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. children) for qualifications which include internally assessed components/units.

Entering members of staff for qualifications at the School should be a last resort, when the individual has been unable to find an alternative centre. In this case the Head of Centre must ensure that:

- The usual protocols are in place to prevent the staff member from accessing exam materials prior to the exam, and that other staff understand the importance of maintaining the integrity and confidentiality of the exam materials.
- The member of staff does not receive any preferential treatment.

The Head of Centre is responsible for ensuring that the School maintains clear records of all instances where:

- Exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. children) being entered for examinations and assessments either at the School.
- Centre staff are taking qualifications at the School which do not include internally assessed components/units.
- Centre staff are taking qualifications at other centres.

These records must:

- Include details of the measures which have been put in place to mitigate any potential risk to the integrity of the affected qualifications.
- Be available for inspection by a visiting JCQ Centre Inspector and/or awarding organisation staff.
- Be available if requested in the event of concerns being reported to an awarding organisation.
- Be kept until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed (whichever is later).

On occasions, it may be necessary to use non-staff members to assist with the marking, assessing or examination of student work. This may include the following tasks:

- Marking internal assessments or pre-public examination papers
- Assessing the reading, writing and speaking ability of students for a non-taught language
- Examining students for GCSE MFL speaking examination units

The non-staff member must not be a relative or a friend of the student(s) whose work is being marked, assessed or examined. All necessary awarding organisation paperwork and declarations must be completed as per their current policies and guidelines.