Exams: Malpractice and Maladministration Policy

Henry David Learning

Woodfield School

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Reviewed by: Lynsey O'Keeffe

Signed off by Proprietary Body

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Introduction:
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 learner for assessment.

The school has an obligation to its learners, partner schools and colleges, employers and awarding organisations that the qualifications its learners receive are a fair and accurate representation of their work, and of the knowledge and skills attained. If a learner 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 learner's 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 NOCN Awarding Body and awarding organisation requirements or trends identified from previous instances of assessment malpractice or maladministration.

This policy should be read in conjunction with:

- Fair Assessment Policy
- Learner Identification Policy
- Complaints and Appeals Policy
- Reasonable Adjustments and Special Consideration Policy
- Exams and Invigilation Policy
- Internal Quality Assurance Policy

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 learners on malpractice and maladministration.

The aims of the policy are to:

- Identify and minimise the risk of malpractice by learners.
- 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.

Preventing Malpractice by Learners
The school aims to prevent malpractice by learners through:

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

Types of Pupil Malpractice
This list is not exhaustive and other instances of malpractice may be considered by the school at its discretion:

- Cheating in an exam
- Plagiarism of any nature
- Collusion by collaborating with other learners to produce work that is submitted as Individual 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 to produce the work for another or arranging for another to take one's place in an assessment/examination/test.

Assessment decisions, achievement claims and certification may be delayed whilst the awarding organisation investigates learner malpractice.

Definitions:

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 an act of serious misbehaviour and will be treated as such. Sanctions can be imposed by the school and / or relevant awarding organisations. All suspected malpractice must be reported to the relevant awarding organisation.
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 considered an act of serious misbehaviour and will be treated as such. Where there is doubt over the authenticity of work, an opportunity will be given to demonstrate that it is genuinely that of the learner claiming credit.

Guidelines for Learners:
Learners must acknowledge the work and ideas of others where appropriate. Copying, presenting another person's work as their own, using AI-generated work without acknowledgement or receiving unauthorised assistance may be treated as malpractice.
Staff will provide guidance to learners regarding appropriate use of sources and acceptable assessment practice.

Artificial Intelligence (AI)
Learners must not submit work generated wholly or substantially by artificial intelligence (AI) tools unless explicitly permitted by the awarding organisation and appropriately acknowledged.

Examples of AI malpractice may include:

- submitting AI-generated work as the learner's own work;
- using AI to complete assessment tasks;
- failing to declare the use of AI where required;
- using AI during controlled assessments or examinations where prohibited.

Suspected misuse of AI will be investigated in accordance with this policy and awarding organisation regulations**.**

The school will consider 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 learner. 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.

Conducting a Learner Malpractice Investigation 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 the Awarding Body 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.
- Document all stages of any investigation. Where malpractice is proven, the 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.

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 awarding body 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 confidential assessment decisions, achievement information or certification information with unauthorised individuals.
- 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 school 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 learners own, to be included in a learner's assignment/task/portfolio/coursework etc.
- Facilitating and allowing impersonation
- Misusing approved reasonable adjustments, access arrangements or special consideration arrangements.
- Falsifying records/certificates, for example by alteration, substitution, or by fraud.
- Failure to maintain accurate records relating to assessment decisions, achievement of learning outcomes and certification claims
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment.
- Failure to engage as requested with awarding organisations during any Quality Assurance or appeal processes.

- Assisting learners to use artificial intelligence (AI) in a way that breaches awarding organisation regulations or presenting AI-generated work as authentic learner evidence.

Actions Arising from Staff Malpractice or Maladministration:

- Any suspected instances of staff malpractice or maladministration should be reported immediately to the Principal or designated senior leader.
- Once reported, any suspected malpractice or maladministration will be reviewed in line with the 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 assessment decisions, achievement claims and certification being delayed whilst the awarding organisation investigates learner malpractice. It is also possible that the school's 'centre status' is suspended.

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.

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 stepfamily, 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 Principal 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 principal is responsible for ensuring that the school maintains clear records of all instances, and 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 awarding body and 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 learner work. This may include the following tasks:
    - Marking internal assessments or pre-public examination papers
    - Assessing the reading, writing, and speaking ability of learners for a non-taught language

All necessary awarding organisation paperwork and declarations must be completed as per their current policies and guidelines

Monitoring and Review

This policy will be reviewed annually by the Principal and Internal Quality Assurer, or sooner if awarding organisation requirements, legislation or school procedures change. The date of the next review is August 2027.