

Malpractice and Maladministration Policy

THE HUB SCHOOL



Transforming Lives

Approved by:

A handwritten signature in black ink that reads "M. W. Green." with a horizontal line underneath.

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1. Introduction

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the assessment of internally marked qualifications (such as ASDAN CoPE) and also regarding examinations invigilated by staff at the school and marked externally.

2. Examples of Malpractice

Attempt or actual malpractice activity will not be tolerated. The following are examples of malpractice by staff with regards to portfolio-based qualifications. This list is not exhaustive:

- Tampering with candidates work prior to external moderation/verification
- Assisting candidates with the production of work outside of the awarding body guidance
- Fabricating assessment and/or internal verification records or authentication statements

The following are examples of malpractice by staff with regard to examinations

- Assisting candidates with exam questions outside of the awarding body guidance
- Allowing candidates to talk, use a mobile phone or go to the toilet unsupervised
- Tampering with scripts prior to external marking taking place.

3. Staff Malpractice Procedure

Investigations into allegations will be coordinated by Exams Officer, who will ensure the initial investigation is carried out within ten working days. The person responsible for coordinating the investigation will depend on the qualification being investigated. The investigation will involve establishing the full facts and circumstance of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. ~Where appropriate the staff member concerned and any potential witnesses will be interviewed and their version of events recorded on paper.

The member of staff will be:

- Informed in writing of the allegation made against him or her
- Informed what evidence there is to support the allegation
- Informed of the possible consequences, should malpractice be proven
- Given the opportunity to consider their response to the allegations
- Give the opportunity to submit a written statement
- Give the opportunity to see advise (as necessary) and to provide a supplementary statement (if required)
- Informed of the applicable appeals procedure, should a decision be made against him/her
- Informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or professional bodies including the GTC.

If work is submitted for moderation/verification or for marking which not the candidate's own work is, the awarding body may not be able to give that candidate a result.

4. Staff Malpractice Sanctions

Where a member of staff is found guilty of malpractice, The Hub School may impose the following sanctions:

- 1) **Written Warning:** Issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied.
- 2) **Training:** Require the member of staff, as a condition of future involvement in both internal and external assessments to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training.
- 3) **Special Conditions:** Impose special conditions on the future involvement in assessments by the member of staff
- 4) **Suspension:** Bar the member of staff in all involvement in the administration of assessments for a set period of time.
- 5) **Dismissal:** Should the degree of malpractice be deemed gross professional misconduct, the member of staff could face dismissal from his/her post

5. Appeals

The member of staff may appeal against sanctions imposed on them. Appeals will be conducted in line with the organisations Appeals Policy.

6. Report to Asdan

The Centre's responsibilities as outlined in ASDAN's Malpractice and Maladministration policy and procedure Section 3.2 will be adhered to.

Candidate Malpractice Policy

7. Introduction

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding candidate malpractice in the assessment of internally marked qualifications (such as ASDAN CoPE) and also regarding examinations marked externally. Key points from this policy will be shared with students and the consequences of collusion, plagiarism, copying or allowing their work to be copied explained to them.

8. Examples of malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by candidates with regard to portfolio-based qualifications. This list is not exhaustive:

- Plagiarism: the copying and passing of as the candidates own work, the whole or part of another person's work.
- Collusion: working collaboratively with other learners to produce work that is submitted as the candidate's only.
- Failing to abide by the instructions of an assessor – this may refer to the use of resources which the candidate has been specifically told not to use.
- The alteration of any results documents.

If a teacher suspects a candidate of malpractice, the candidate will be informed and the allegation will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate accepts that malpractice has occurred, he/she will be given the opportunity to repeat the assignment. If found guilty of malpractice following an investigation, the teacher may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified. Malpractice may result in the withdrawal of certificates and the disqualification of students from further moderation.

9. Appeals

In the event that a malpractice decision is made, which the candidate feels is unfair, the candidate has the right to appeal in line with the Appeals policy.

10. Reporting to ASDAN

In the event of any actual or suspected malpractice, the Hub School will:

- Immediately report to ASDAN organisation all suspected (alleged) and actual incidents of malpractice or maladministration.
- Inform the person suspected of malpractice that an investigation will take place and that they have a right to reply or appeal against any sanction imposed on them.

- Comply fully with ASDAN's requests for information in relation to the allegation
- Co-operate with ASDAN during the investigation, including carrying out internal investigations in line with ASDAN's requests, using people who are not involved in the alleged maladministration or malpractice
- Provide ASDAN with a report of any such investigation Reviewed May 2017
- Implement agreed actions as a result of the investigation, and take appropriate measures to mitigate the effect and prevent any recurrence of the maladministration or suspected or actual malpractice
- Notify ASDAN if any person involved in the malpractice or maladministration or in completing any actions as a result of the investigation leaves the centre
- Respect the confidentiality of information handled
- Retain records and documentation relating to the investigation for a period of time.

Failure to report malpractice or maladministration, suspected or actual, once candidates have been registered, may affect the issue of certificates, and a failure to co-operate might affect the future registration of candidates.