



WALTON HIGH SCHOOL

Proud to be part of Walton Multi Academy Trust



STUDENT & STAFF MALPRACTICE POLICY

Reviewed by Governors:	July 2023
To be reviewed:	July 2024
Leadership link person:	Deputy Headteacher (Curriculum)

Walton Multi Academy Trust refers to all schools within the Trust.

When referring to Trust Boards, this includes Local Governor Boards, and the term 'Governor' includes all Trustees or Local Board Governors.

Malpractice Policy: Candidates

Walton High School will follow JCQ procedures as laid down in the 'Suspected Malpractice in Examinations and Assessment Policies and Procedures' document for the relevant exam series.

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 controlled assessment or practical coursework and also regarding examinations marked externally.

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 off as the candidate's own work the whole or part of another person's work.
- Collusion: working collaboratively with other learners to produce work which 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 candidates have specifically been told not to use.
- The alteration of any results document.

If an invigilator 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 they will be given the opportunity to repeat the assignment as long as the candidate has not already signed the authentication form. If found guilty of malpractice following an investigation, the member of staff may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

Should the candidate be found guilty of malpractice after having signed their Statement of Entry form then the matter is no longer subject to internal school discipline and must be reported to the relevant awarding body.

The following are examples of malpractice by candidates with regard to externally assessed **examinations**. This list is not exhaustive:

- Talking during an examination.
- Taking a mobile phone or other such devices into an examination.
- Taking any item other than those accepted by the Awarding Body into an examination such as Ipods, IWatch, books or notes.
- Leaving the examination room without permission.
- Passing notes or papers or accepting notes or papers from another candidate.
- Causing a distraction to other candidates'.

If an invigilator suspects a candidate of malpractice during an examination, 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 is found guilty of malpractice, the Awarding Body will be informed and the candidate will be informed of any penalty to be applied in writing.

Appeals

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

Staff Malpractice Policy

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/ online examinations and examinations invigilated by staff at the school and marked externally.

Examples of Malpractice

Attempted 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 other such devices, or go to the toilet unsupervised
- Tampering with scripts prior to external marking taking place.

Staff Malpractice Procedure

Investigations into allegations will be coordinated by the Headteacher, 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 circumstances 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 them;
- 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;
- given the opportunity to submit a written statement;
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required);
- informed of the applicable appeals procedure, should a decision be made against them;
- information 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 is not that of the candidate's own work, the awarding body may not be able to give that candidate a result.

Staff Malpractice Sanctions

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

- **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.
- **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
- **Special conditions:** Impose special conditions on the future involvement in assessments by the member of staff
- **Dismissal:** Should the degree of malpractice be deemed gross professional misconduct; the member of staff could face dismissal from their post.

Appeals

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