



WALTON HIGH SCHOOL

Proud to be part of Walton Multi Academy Trust



MALPRACTICE POLICY

Reviewed by Governors:	December 2023
To be reviewed:	December 2025
Leadership link person:	Mr B Fletcher

*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



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 go to the toilet unsupervised
- Tampering with scripts prior to external marking taking place.



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Malpractice Procedure

Investigations into allegations will be coordinated by Mr N Finlay, 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 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;
- 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 him/her;
- 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.



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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 his/her post.

Misuse of AI (Artificial Intelligence)

AI Plagiarism by any student or staff member will be escalated in Centre for investigation by a senior member of leadership team responsible to examinations. They will consult with the IT Manager as to whether they deem AI Plagiarism malpractice has occurred and then this will be reported back to the Exams Manager/Officer for the appropriate action with the relevant examination board(s) and appropriate sanctions will be imposed.

Appeals

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

Updated November 2023.