



the *King's* school

specialising in maths and computing

# Assessment Malpractice Policy

Governor Committee: Curriculum



## **ASSESSMENT MALPRACTICE POLICY**

### **1. Policy Statement**

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification. This refers to acts and omissions made by staff or students involved with the assessment process.

### **2. Scope**

This policy and procedure relates to school staff malpractice and applies to all internal assessments, and internal and external examinations. Where awarding bodies have their own published procedures these will take precedent over the school policy.

### **3. Purpose**

The purpose of this policy is to set out the procedures to be followed in identifying and reporting malpractice by staff and/or candidates in relation to the internal or external assessment of any qualifications and the quality assurance of the assessment process conducted by approved City & Guilds Centres. The policy also explains the actions the school may take when allegations of malpractice are received.

### **Legislation**

The Human Rights Act 1998 applies to the operation of this policy.

### **4. Responsibilities**

All staff have a responsibility to give full and active support for the policy by ensuring:

- The policy is known, understood and implemented.

### **5. Actions to Implement and Develop Policy**

- Curriculum leaders should, at the appropriate time, introduce new members of staff to this policy.
- Curriculum leaders should ensure there are robust internal moderation/verification procedures.
- Teaching staff should use the induction period, or other appropriate time, to introduce students to this policy.

### **6. Definitions and Examples**

**6.1 School staff malpractice:** Any deliberate action by a member of staff that has the potential to undermine the integrity of the assessment process.

The following are examples of malpractice by staff; this list is not exhaustive and other examples of malpractice may be considered by the school at its discretion:-

- Improper assistance to candidates.
- Inventing or changing marks for internally assessed work (course work or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made.
- Fraudulent submissions that could lead to false claims for certificates.
- Inappropriate retention of certificates.
- 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.
- Facilitating and allowing impersonation.
- Misusing the conditions for special learner requirements, for example where students are permitted support, such as amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment.
- Failing to keep assessment/examination/test papers secure prior to the assessment/examination test.
- Falsifying records/certificates. For example by alteration, substitution, or by fraud.

**6.2 Student malpractice:** Any action by the student that has the potential to undermine the integrity and validity of the assessment of the student's work.

The following are examples of malpractice by students; this list is not exhaustive and other instances of malpractice may be considered by the school at its discretion:-

- Plagiarism of any nature; in which case reference should be made to the Plagiarism Statement.
- Collusion by working collaboratively with other students to produce work that is submitted as individual student work.
- Copying (including the use of ICT 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.

## **7. Procedures used to deal with the above**

7.1 Where the school discovers or suspects an individual, or individuals, of malpractice it will conduct an investigation in a form commensurate with the nature of the malpractice allegation.

- 7.2 Such an investigation will be initially undertaken by the Headteacher or designated member of staff, who will interview all personnel linked to the allegation.
- 7.3 The school will make the individual(s) aware (preferably in writing) at the earliest opportunity of the nature of the alleged malpractice and of possible consequences should malpractice be proven.
- 7.4 The investigation will proceed through the following stages:
- Preliminary investigation into the allegation to determine whether a full investigation is necessary. If the allegation appears to have substance, then all assessments by this member of staff should be halted until the investigation is complete.
  - Should it be determined that a full investigation is necessary it shall be conducted by an Independent Investigation Officer appointed by the Headteacher.
- 7.5 During the investigation the school will give the individual the opportunity to respond to the allegations made.
- 7.6 All stages of the investigation shall be documented by the person leading the investigation.
- 7.7 The individual will be informed of the avenues for appealing against any judgments made.
- 7.8 The Investigation Officer shall produce a report of their findings for the attention of the Head teacher.
- 7.9 For cases of staff malpractice, the Headteacher will decide whether to invoke the Staff Disciplinary Procedure.
- 7.10 For cases of student assessment malpractice, reference should be made by the Subject Team Leader to the Examinations Policy and Plagiarism Statement.
- 7.11 Where the Subject Team Leader indicates that the student assessment is suspect or flawed, then the relevant policy/statement should be consulted for appropriate penalties.

## **8. Monitoring and Evaluation**

- 8.1 Internal monitoring/verification of assessment activity within each department will include malpractice checks.
- 8.2 Evidence of both assessment and internal verification/moderation must be available for auditing.

## **Publicity**

All new staff and students recruited to the School will be made aware of this Policy. The Policy will be posted on the Shared (G) drive of the School's IT Network.