

BTEC Malpractice Policy

1. To identify and minimise the risk of malpractice by staff or learners
2. To respond to any incident of alleged malpractice promptly and objectively
3. To standardise and record any investigation of malpractice to ensure openness and fairness
4. To impose appropriate penalties and/or sanctions on learners or staff where Incidents (or attempted incidents) of malpractice are proven
5. To protect the integrity of this centre and BTEC qualifications

In order to do this, Carr Hill High School will:

- Seek to avoid potential malpractice by using the induction period and the learner handbook to inform learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice
- Show learners the appropriate formats to record cited texts and other materials or information sources
- Ask learners to declare that their work is their own
- Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used
- Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Head of Centre and all personnel linked to the allegation

It 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
- 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, this centre will apply the following penalties /sanctions:

Internal assessments

1. Assignment will not be accepted for assessment purposes
2. Students may be removed from the course
3. Where a student has signed to say that this is their own work – report malpractice to the exam board



External assessments

4. Malpractice will be reported to the exam board
5. Student may be removed from the course

Definition of Malpractice by Learners

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

- Plagiarism of any nature
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner 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 / test

Definition of Malpractice by Centre Staff

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

- Improper assistance to candidates
- 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
- Fraudulent claims for certificates
- 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 centre 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 learner's own, to be included in a learner's assignment/task/portfolio/ coursework
- Facilitating and allowing impersonation

- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment
- Falsifying records/certificates, for example by alteration, substitution, or by fraud
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment

Minimising Malpractice

1. Students should be given a copy of the student handbook and the pages on malpractice should be explained
2. Students are made aware that any malpractice will result in a zero on an assignment and that instances of malpractice will be reported to the exam board
3. Staff moderate work to ensure that assessments are judged accurately
4. SLT or faculty leaders perform work scrutinies every half term

Dealing with Malpractice

1. If an assessor suspects malpractice they should immediately refer this to the lead IV or the QN
2. Lead IV investigates within 3 working days
3. Learner and parents should be informed of the investigation immediately
4. Findings should be reported to the QN and a decision on next steps taken
5. Head of centre notified of outcome of investigation
6. Parents and learners informed of any decisions taken

Procedure for reporting fraud to the exam board

1. When a teacher identifies an issue they should report this to AJN
2. AJN will notify the Head teacher
3. AJN will then liaise with the member of staff and line manager to investigate the issue within 5 working days
4. Learner and parents will be informed
5. The results of the investigation should then be reported to the head and a letter written to the exam board as per Pearson guidance on dealing with malpractice

Last Reviewed: **September 2023**

Next Review date: **September 2024**

