



# ABBEY COMMUNITY COLLEGE



## BTEC CURRICULUM

### ASSESSMENT MALPRACTICE/PLAGIARISM POLICY

#### AIM

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

In order to do this, the centre will:

- Seek to avoid potential malpractice by using the induction period and to inform learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice. (A simplified version will also be recorded in the student induction booklet)
- 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 Quality Nominee, Principal/Head of Centre and all personnel linked to the allegation.
- 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. (appeals policy)
- Document all stages of any investigation.

#### **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.

#### **Consequences of malpractice for learners**

- Work may have to be repeated and will be closely monitored by the LIV of the programme initially followed by the centre Quality Nominee.
- Work may not be graded.
- Candidate may have to complete a different independent Unit of Work.

- Candidate may be withdrawn from the BTEC course.

### **Procedures to investigating malpractice of learners**

- Early identification of malpractice by assessor where possible. Incident details are recorded and referred on to the quality nominee.
- Quality Nominee informs parents/guardians and Deputy Principal/Head of Centre of the incident and through consultation agrees the appropriate consequence.
- Quality Nominee monitors the incident and reviews the action taken where it was agreed the learner had the opportunity to repeat work.
- Quality Nominee informs exams officer where a decision is made to remove a candidate from the programme.

### **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, this is permissible up to a point but must not influence the outcome for that learner.
- 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.

### **Procedures to investigating malpractice of Assessors**

- Learners notify Quality Nominee or another assessor of the nature of the malpractice.
- If this information is deemed to be an act of malpractice it is passed on for the Principal/Head of Centre to follow up using school discipline procedures.
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This policy will be reviewed every 12 months by:

Gary Shields – Quality Nominee

Date: September 2020

Candidate name \_\_\_\_\_ Date \_\_\_\_\_

Unit number and title \_\_\_\_\_

Assessor \_\_\_\_\_

**Details of malpractice**

**Consequence for learner** \_\_\_\_\_ **Date** \_\_\_\_\_

(action agreed after consultation with parents and headmaster)

**Review of action**(where applicable) \_\_\_\_\_ **Date of review** \_\_\_\_\_

**Quality Nominee signature** \_\_\_\_\_

**Lead IV signature** \_\_\_\_\_

**Date:** \_\_\_\_\_