



GREATFIELDS SCHOOL

Malpractice Policy

2024 - 2025

Approved by: Richard Paul

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Introduction

Greatfields School manages malpractice, in accordance with all awarding body regulations i.e. BTEC, Ascentis, ASDAN, and JCQ. Under normal delivery arrangements we take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations and report and investigate as detailed in Greatfields Exam Policy according to the requirements.

Our general centre policies regarding malpractice, maladministration and conflicts of interest have been reviewed to ensure they address the specific challenges of delivery in 2024/2025

Purpose of the policy

This policy addresses malpractice under the specific arrangements for delivery in 2024/2025

All staff involved have been made aware of this policy.

General principles

In accordance with the regulations Greatfields School will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after the determination of grades process
- Inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation which can be found on JCQ website or the awarding body website. For example JCQ form for AQA, Edexcel, OCR and WJEC the forms are:
 - the [JCQ M1 form](#) in a case of suspected candidate malpractice
 - the [JCQ M2 form](#) in a case of suspected malpractice/maladministration involving a member of centre staff
- as required by an awarding body, investigate any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the awarding body malpractice procedures i.e. [JCQ Suspected Malpractice: Policies and Procedures](#) and provide such information and advice as the awarding body may reasonably require
 - 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 the awarding bodies qualifications

In order to do this, Greatfields school

- 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 the 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 every opportunity to respond to the allegations made
- Inform the individual of the avenues for appealing against any judgement made.

Document all stages of any investigation

Where malpractice is proven, this centre will apply the following penalties/ sanctions which will be decided by the awarding body. Learners given a copy of document supported by the awarding bodies for candidates which identifies the following sanctions:

- the piece of work will be awarded zero marks;
 - you will be disqualified from that component for the examination series in question;
 - you will be disqualified from the whole subject for that examination series;
 - you will be disqualified from all subjects and barred from entering again for a period of time.
- 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, including AI. AI use refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead towards qualifications. [Further guidance can be found here.](#)
- 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 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 a writer, 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.

How you minimise risk of learner malpractice

- Learners made aware of what constitute plagiarism/malpractice during induction process
- Explanation of plagiarism/malpractice clearly outlined in Student Handbook and erratum displayed around the school and on the exam notice board.
- Learners are briefed in assembly of what constitutes malpractice and sanctions involved.
- All learners are given copies of exam handbook that outlines plagiarism information.
- Students should be taught to reference properly. [Guidance link here.](#)

How you minimise risk of staff malpractice

- Existing and new staff to have annual refresher on what constitutes malpractice
- Course coordinator to monitor new staff to ensure they are aware of the requirements for coursework and as a result do not commit malpractice.
- **Exam officer holds meeting with HOY and runs through malpractice policy regulated by JCQ which is then communicated with the teachers.**

How you deal with malpractice

1. Teacher/IV suspect malpractice
2. Teacher/IV speaks with the subject lead or coordinator
3. Subject lead or coordinator contact the Deputy Head
4. If malpractice is suspected then Deputy Head (also the QN in our centre) to contact the Head of Centre.
5. Deputy Head and Head of Centre investigate suspected malpractice – this must be completed within 10 days
6. If malpractice is confirmed then the student/member of staff has 5 days to appeal.

7. Malpractice not proven – records of the investigation to be kept Exam Officer.
8. Malpractice proven – Head of Centre to contact awarding body.

Employer Involvement

We do not currently teach any qualifications that require Employer Involvement. Should this change in the future the centre will include a policy with the required information to support the qualification.