



POLICY FOR

ASSESSMENT MALPRACTICE

PERSON RESPONSIBLE

Vice Principal - Assessment

DATE REVISED

June 2015

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.

“Centre Staff Malpractice” means malpractice committed by a member of staff, a contractor, an individual appointed as an oral language modifier, a practical assistant, a reader or a scribe to a candidate. This could take the form of but not limited to:-

- Inventing or changing marks for internally assessed components where there is no actual evidence of the candidates’ achievement to justify the marks being given
- Manufacturing evidence of competence against national standards
- Fabricating assessment and/or internal verification records or authentication statements
- Improper assistance to candidates which results in a potential or actual advantage in an examination or assessment.
- Failing to adhere to the regulations regarding the conduct of coursework/portfolios and examinations.

In order to prevent or reduce the occurrence of Centre Staff Malpractice at St. Augustine Academy the following have been put into place:-

- A series of induction sessions are run throughout the year to make staff aware of procedures such as assessment.
- All examination boards run courses which staff are encouraged to apply for.
- Heads of Departments are given copies of all exam board procedures regarding assessment/portfolios and grading.
- All Departments have regular meeting to educate staff regarding mark schemes etc.

“Candidate Malpractice” means malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any

coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination papers. This could take the form of but not limited to:-

- The alteration of any results document, including certificates
- Copying from another candidate (including the use of ICT to aid the copying)
- Allowing work to be copied
- Making a false declaration of authenticity in relationship to the authorship of coursework or the contents of a portfolio
- Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
- Plagiarism; unacknowledged copying from published sources or incomplete referencing
- Cheating to gain an unfair advantage

In order to prevent or reduce the occurrence of Candidate Malpractice, St. Augustine Academy will take the following steps:-

- At the start of the GCSE courses all parents/students are provided with copies of the JCQ Notices
 1. Coursework/Portfolio Assessments
 2. Warning to Candidates regarding examinations
 3. Notice to Candidates
- Copies of the above Notices are also displayed outside the Exams Office and outside each examination room and on the Academy Website.
- Each candidate signs an authentication statement for each piece of coursework/portfolio produced.
- Supervised sessions during which evidence for assignments/tasks/coursework is produced
- Access controls are installed to prevent learners from accessing and using other people's work when using networked computers
- Showing candidates the appropriate formats to record cited text and other materials or information sources including websites. Submitted work must show evidence that the learner has interpreted and synthesised appropriate information and has acknowledged any sources used.
- Teaching staff are responsible for checking the validity of the candidates work
- All examinations staffed by appropriate independent invigilators

Any alleged malpractice will be investigated and dealt with by the Principal. After initial investigations any malpractice discovered will be reported to the relevant examining body, who will then conduct their own investigation. Depending on the



outcome certificates may be recalled and declared invalid, written warnings may be issued, candidates may be disqualified and members of staff may be dismissed. The ultimate sanction by an exam board may be to withdraw centre recognition, which means all students at St. Augustine Academy would not be able to take particular qualifications at their respective Centre.

If St. Augustine Academy discovers or suspects anyone of malpractice, the individual will be made fully aware in writing of the nature of the alleged malpractice and of the possible consequences should malpractice be proven. The individual will be given the opportunity to respond to the allegations made. St. Augustine Academy will also inform such individuals of the avenues for appealing should a judgement be made against them.

(Please see JCQ publication "Suspected Malpractice in Examinations and Assessments" and St. Augustine Academy Examination Policy)