



Vocational Qualifications Assessment Malpractice Procedures

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 Ely College and awarding body qualifications.**

In order to do this, the centre will:

- seek to avoid potential malpractice by using the induction period and the course information to inform learners of the centre's procedures for malpractice, the awarding body and JCQ policies 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 in a bibliography
- conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Senior Leader responsible for Vocational Quality, Quality Nominee and all personnel linked to the allegation. It will proceed through the following stages, dependent on appeals or the extent or recurrence of the suspicion of malpractice.:
 - a. Investigation by Teacher / assessor and/ or Lead Internal Verifier
 - b. Investigation by Programme or subject leader and SLT Link Manager
 - c. Investigation by Achievement Leader Sixth Form (16 – 19 courses) or a senior member of staff with responsibility for Year 11 achievement (for key stage 4 courses) and the Assistant Principal: Examinations
 - d. Investigation by the Principal / Head of Centre (available for appeals only)
- 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 which is to write a letter to the Senior Leader responsible for Vocational Quality within 7 days of a written outcome of an investigation being received. The appeal will be heard at a stage beyond the highest stage at which the initial allegation was investigated.
- document all stages of any investigation.



Where malpractice is proven, this centre will apply the following penalties / sanctions:

- a. Repeat the work involved
- b. Reassessment of previous units when investigating previous malpractice
- c. Repeat of all work/removal from 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.



If it is suspected malpractice has taken place then the following actions will occur:

1. The learner and incident will be reported to the Senior Leader responsible for Vocational Quality who will determine the stage at which the matter is to be investigated:
 - a. Investigation by assessor (teacher) and / or Lead Internal Verifier
 - b. Investigation by Programme or subject leader and SLT Link Manager
 - c. Investigation by Achievement Leader Sixth Form (16 – 19 courses) or a senior member of staff with responsibility for Year 11 achievement (for key stage 4 courses) and the Assistant Principal: Examinations
2. The learner will write their account and the teacher/assessor or member of staff who identified suspected malpractice will write their account of the incident. Such statements will be passed to and retained by the Senior Leader responsible for Vocational Quality or an appropriate administrator; which may be the exams officer.
3. If in receipt of statements, the administrator or exams officer will keep original statements and pass copies of the statements to the Senior Leader responsible for Vocational Quality who will determine the next steps following an investigation, with due regard to the current policies and procedures of the JCQ (<https://www.jcq.org.uk/exams-office/malpractice>) or individual awarding organisations.
4. The Senior Leader responsible for Vocational Quality will discuss the malpractice issue with both parties and will advise them as to the outcome and any sanction to be applied or actions required.
 - a. Repeat the work involved
 - b. Reassessment of previous units with regard to investigating previous malpractice
 - c. Repeat of all work/removal from course
5. If the learner is found to be in breach of awarding body or JCQ malpractice policies then they may be reported to the awarding body in line with the required procedures.

Heads of centre must notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice. The only exception to this is candidate malpractice discovered in controlled assessments, coursework or non-examination assessment before the authentication forms have been signed by the candidate.



This procedure will be reviewed every 12 months by the Senior Leader responsible for Vocational Quality

Review Date: December 2022