



# Haygrove School Plagiarism and Assessment Malpractice Policy

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**This policy is due to review in February 2019.**

# Haygrove School

## Plagiarism and Assessment Malpractice Policy

### Introduction

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.

Actions of malpractice (or attempted actions) will not be tolerated from students or staff.

Incidents of malpractice will be reported to the awarding body who may impose penalties and/or sanctions on students or centres where incidents (or attempted incidents) of malpractice have been proven.

As a school, we must be vigilant regarding assessment malpractice and where malpractice occurs it must be dealt with in an open and fair manner.

### Aims of the Policy

The policy on malpractice aims to:

- Identify and minimise the risk of malpractice by staff or students.
- Respond to any incident of alleged malpractice promptly and objectively.
- Standardise and record any investigation of malpractice to ensure openness and fairness.
- Impose appropriate penalties and/or sanctions on students or staff where incidents (or attempted incidents) of malpractice are proven.
- Protect the integrity of the school and the qualifications we offer.

In order to do this, the school will:

- Seek to avoid potential malpractice by using the induction period and the student handbook to inform students of the school's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
- Show students the appropriate formats to record cited texts and other materials or information sources.
- Ask students to declare that their work is their own.
- Ask students 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 Senior Leadership Team and all personnel linked to the allegation. It will proceed through the following stages:
  - A written statement will be taken from the member of staff involved.
  - A written statement will be taken from the student involved.
  - The awarding body will be notified in writing by the Examinations Officer.
  - Once the awarding body decision has been received, the staff and student involved will be informed in writing.
  - 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.

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### Aims of the Policy (continued)

In order to do this, the school will (continued):

- 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.

In the interest of our students and staff, we need to respond effectively and openly to all requests for an investigation into an incident, or a suspected incident, of malpractice. Normally the Headteacher, Deputy Headteacher or their nominees are expected to supervise investigations resulting from allegations of malpractice. The Headteacher, Deputy Headteacher or their nominees are required to inform students and staff suspected of malpractice of their responsibilities and rights.

The awarding body reserves the right, in suspected cases of malpractice, to withhold the issuing of results/certificates while an investigation is in progress. Depending on the outcome of the investigation results/certificates may be released or withheld.

### Guidance on Assessment Malpractice

As a centre we will ask students to declare that their work is their own, by ensuring:

- Assessors are responsible for checking the validity of the learner's work.
- Haygrove School will take positive steps to prevent or reduce the occurrence of student malpractice. These steps may include:
  - Using the induction period, tutorials and the student handbook to inform students of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
  - Showing students the appropriate formats to record cited texts and other materials or information sources including websites. Students should not be discouraged from conducting research; indeed evidence of relevant research often contributes to the achievement of higher grades. However, the submitted work must show evidence that the student has interpreted and synthesised appropriate information and has acknowledged any sources used.
- Introduction of procedures for assessing work in a way that reduces or identifies malpractice, e.g. plagiarism, collusion, cheating, etc. These procedures may include:
  - Periods of supervised sessions during which evidence for assignments/tasks/coursework is produced by the student.
  - Altering assessment assignments/tasks/tools on a regular basis.
  - The assessor assessing work for a single assignment/task in a single session for the complete cohort of students.
  - Using oral questions with students to ascertain their understanding of the concepts, application, etc., within their work.
  - Assessors getting to know their students' styles and abilities, etc.
  - Ensuring access controls are installed to prevent students from accessing/using other people's work when using networked computers.

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### Student Malpractice

Attempting to, or actually carrying out, any malpractice activity is not permitted by the awarding body or Haygrove School. The following are examples of malpractice by students. This list is not exhaustive and other instances of malpractice may be considered:

- Plagiarism by copying and passing off, as the student's own, the whole or part of another person's work, including artwork, images, words, computer generated work (including Internet sources), thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission and without appropriately acknowledging the source.
- Collusion by working collaboratively with other students to produce work that is submitted as an individual student's work. Students should not be discouraged from teamwork, as this is an essential key skill for many sectors and subject areas but the use of minutes, allocating tasks, agreeing outcomes, etc., are an essential part of team work and this must be made clear to the students.
- 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.
- Fabrication of results and/or evidence.
- Failing to abide by the instructions or advice of an assessor, a supervisor, an invigilator, or the awarding body conditions in relation to the assessment/examination/test rules, regulations and security.
- Misuse of assessment/examination material.
- Introduction and/or use of unauthorised material contra to the requirements of supervised assessment/examination/test conditions, for example; notes, study guides, personal organisers, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar electronic devices.
- Obtaining, receiving, exchanging or passing on information which could be assessment/examination/test related (or the attempt to) by means of talking or written papers/notes during supervised assessment/examination/test conditions.
- Behaving in such a way as to undermine the integrity of the assessment/examination/test.
- The alteration of any results document, including certificates.
- Copying (including the use of ICT to aid copying).
- Deliberate destruction of another's work.
- False declaration of authenticity in relation to the contents of a portfolio or coursework.

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### Centre Staff Malpractice

The following are examples of malpractice by centre staff. The list is not exhaustive and other instances of malpractice may be considered:

- Failing to keep any awarding body mark schemes secure.
- Alteration of any awarding body mark schemes.
- Alteration of awarding body assessment and grading criteria.
- Improper assistance to students.
- Inventing or changing marks for internally assessed work where there is insufficient evidence of the students' achievement to justify the marks given or assessment decisions made.
- Assisting students 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 student.
- Producing falsified witness statements, for example for evidence the student has not generated.
- Allowing evidence, which is known by the staff member not to be the student's own, to be included in a student's assignment/task/portfolio/coursework.
- Facilitating and allowing impersonation.
- Misusing the conditions for student access arrangements, for example where students are permitted support, such as an scribe, this is permissible up to the point where the support has the potential to influence the outcome of the assessment.
- Failing to keep student coursework/portfolios of evidence secure.
- Falsifying records/certificates, for example by alteration, substitution, or by fraud.
- Fraudulent certificate claims, that is claiming for a certificate prior to the student completing all the requirements of assessment.
- Failing to keep assessment/examination/test papers secure prior to the assessment/examination/test.
- Obtaining unauthorised access to assessment/examination/test material prior to an assessment/examination/test.

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### Investigating Alleged Malpractice

- The Headteacher, Deputy Headteacher or a nominated representative will investigate any alleged malpractice at our school. The awarding body may require full access to the school for investigation purposes.
- As part of any investigation we will:
  - Involve the student and others in the investigation process, ensuring parents are kept informed.
  - Make the individual fully aware (preferably in writing) 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 (preferably in writing) to the allegations made.
  - Centres must also inform such individuals of the avenues for appealing should a judgement be made against them.
- During the investigation period the awarding body may:
  - Refuse student registrations/entries.
  - Withhold the release of results/certificate.
  - Withhold test/examination papers if the security of a test/examination is considered at risk pending the outcome of the investigation.
- If malpractice is discovered by an awarding body representative (e.g. external verifier, examiner, moderator, etc.) or has been reported directly to the awarding body by a third party, the awarding body will conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will require the full support of all personnel linked to the allegation.
- Any malpractice, or attempted acts of malpractice, which have influenced the assessment outcomes, must be reported to the awarding body.
- Any alleged incident of malpractice brought to the awarding body's attention after the issue of certificates will result in a full investigation by the awarding body. Depending on the outcome of the investigation, certificates may be recalled and declared invalid.
- Investigations into alleged malpractice against the Headteacher/Deputy Headteacher will normally be conducted by the Chair of the Governing Body.
- The alleged incident must be reported to the awarding body at the earliest opportunity.

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### **Penalties and Sanctions**

Where malpractice against a member of staff/student is proven, the awarding body will have to consider whether the integrity of its assessments/examinations/tests might be jeopardised if the member of staff/student in question were to be involved in future awarding body assessments/examinations/tests. The awarding body may take actions to protect the integrity of its assessments/examinations/tests in the future.

Haygrove School will have to consider whether remedial action or removal from the course are an appropriate course of action and inform the awarding body of all outcomes at centre level.

### **Appeals**

Any appeals from the individual concerned should be addressed to the Headteacher/Deputy Headteacher or the Chair of the Governing Body as appropriate.