



# Sir Christopher Hatton Academy

A Member of Hatton Academies Trust



## Assessment Malpractice Procedure



## **Assessment Malpractice Procedure**

- Aims:**
- to identify and minimise 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 where incidents (or attempted incidents) of malpractice are proven
  - to protect the integrity of Sir Christopher Hatton and BTEC qualifications

In order to achieve those aims, Sir Christopher Hatton will:

- use induction and the student handbook to inform students of Sir Christopher Hatton's policy and the penalties of malpractice
- ask students to sign assessment feedback forms and observation records and witness testimony records as appropriate to declare that work is their own
- ask students to acknowledge sources of information used that they have used, interpreted and synthesised and not copied
- where malpractice is suspected an investigation must be conducted that follows the following stages:
  1. The teacher must make the student fully aware of the nature of the malpractice and the possible consequences
  2. The student must be informed of the appeals procedure
  3. The student must be given the opportunity to respond to the allegation made
  4. The teacher uses their judgement to infer malpractice, either by:



- using oral questions with the student to ascertain their understanding of the concepts and application within their work
  - using a supervised sessions during which evidence for assignments is produced by the student
  - altering the assignments and asking the student to repeat it
  - using any other reasonable method as approved by the Head of department/
5. If that proves inconclusive the investigation should be passed to the programme leader in tandem with the Quality Nominee
  6. If that stage of the process proves inconclusive the investigation should be passed to the SLT link
  7. All stages of the investigation should be documented
  8. Where allegations of malpractice are either conclusive or inconclusive by the end of stage 6, the Quality Nominee must inform BTEC initially by telephone then confirm formally in writing, with copies of all documentation.

### **Definitions of Malpractice**

The following are examples of malpractice. The list is not exhaustive and other instances of malpractice may be considered by Sir Christopher Hatton at its discretion:

- plagiarism by copying and passing off, as the learner's own, the whole or part(s) of another person's work
- collusion by working collaboratively with other learners to produce work that is submitted as individual learner work.
- copying, including the use of ICT
- fabrication of results or evidence
- false declaration of authenticity in relation to the contents of 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



## Sir Christopher Hatton Academy

A Member of Hatton Academies Trust

- the alteration of any results document

This policy will be reviewed every 12 months

Quality Nominee	<a href="mailto:parsonsa@hattonacademy.org.uk">parsonsa@hattonacademy.org.uk</a>	10/2016
LIV Applied Science	<a href="mailto:martina@hattonacademy.org.uk">martina@hattonacademy.org.uk</a>	10/2016
LIV Business	<a href="mailto:coej@hattonacademy.org.uk">coej@hattonacademy.org.uk</a>	10/2016
LIV Health & Social Care	<a href="mailto:mcloughlind@hattonacademy.org.uk">mcloughlind@hattonacademy.org.uk</a>	10/2016
LIV Information Technology	<a href="mailto:coej@hattonacademy.org.uk">coej@hattonacademy.org.uk</a>	10/2016
LIV Music	<a href="mailto:jeffsc@hattonacademy.org.uk">jeffsc@hattonacademy.org.uk</a>	10/2016
LIV Sport	<a href="mailto:hughesj@hattonacademy.org.uk">hughesj@hattonacademy.org.uk</a>	10/2016