



POLICY / PROCEDURE

Document Title	Malpractice in Examinations & Assessments Policy
Version	Version 1.0
Equality Impact Assessment Status	
Approved by	MIS Manager
Date approved	1st September 2016
Effective date	1st August 2016
Date of next review	31st July 2021
Lead responsibility	MIS Manager

1. Purpose

1.1. The purpose of this Policy is to ensure the Head of Centre, Examinations Officer and all others involved in managing the delivery of general and vocational qualifications understand that "Malpractice" includes maladministration and non-compliance of any act, default or practice that is a breach of the Regulations, which:

- 1.1.1. Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate.
- 1.1.2. Failure by a centre to notify, investigate and report to an awarding body allegations of suspected malpractice constitutes malpractice
- 1.1.3. Failure to take action as required by an awarding body as detailed in Appendix 2 - JCQ Suspected Malpractice in Examinations and Assessments Policies and Procedures, 1 September 2019 to 31 August 2020 or to co-operate with an awarding body's investigations constitutes malpractice.

2. Scope

- 2.1. It is the responsibility of everyone involved in the Centre's exam processes to read, understand and implement this policy.
- 2.2. The Malpractice in Examinations & Assessments Policy will be reviewed every year by the Examinations Officer, MIS Manager and a member of the Senior Management Team.
- 2.3. Where references are made to JCQ Regulations/Guidelines, further details can be found at www.jcq.org.uk.

3. Policy / Principles

- 3.1. The aim of this Policy is:
 - 3.1.1. To identify and minimise the risk of malpractice by staff or students
 - 3.1.2. To respond to any incident of alleged malpractice promptly and objectively
 - 3.1.3. To standardise and record any investigation of malpractice to ensure openness and fairness
 - 3.1.4. To protect Derwentside College against all allegations of malpractice in relation to examinations and assessment that might undermine the integrity and validity of the examination or assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification

4. Procedure

- 4.1. Derwentside College will not tolerate actions or attempted actions of malpractice by candidates or staff. Every case of malpractice must be reported to the Head of Centre, the MIS Manager and the Examinations Officer.
- 4.2. In all instances of malpractice, reference will be made to the JCQ Publication "*Suspected Malpractice in Examinations and Assessments, Policies and Procedures, September 2020 to 31st August 2021*". This document details the procedures for investigating and following up instances of alleged or actual malpractice and the sanctions to be applied.

5. Relevant Legislation / Regulation

5.1. The following legislation and regulations apply to this policy / procedure:

- JCQ Regulations
- Awarding Body Regulations

6. Related Documents

6.1. The following related documents are relevant to this policy / procedure:

- JCQ Regulations on Suspected Malpractice in Examinations and Assessments, Policies and Procedures, September 2020 to 31st August 2021

7. Accountability

7.1. The Examinations Officer is responsible for the drafting and implementation of this policy.

7.2. He or she is also responsible for ensuring that this document is regularly reviewed and updated – and is the first contact point for managers seeking advice and guidance about the Examinations Policy or making enquiries about its interpretation.

7.3. All managers are responsible for ensuring that they and their team members follow the requirements set out in this document.

7.4. All employees are responsible for adhering to the requirements set out in this document.

8. Equality & Diversity

8.1. The College has paid due regard to equality considerations during the preparation and implementation of this Policy and Procedure.

8.2. These considerations included the potential for any differential negative effect on the grounds of age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief (including lack of belief), sex, sexual orientation, marriage or civil partnership.

8.3. The College's judgement is that there is no such negative effect on those grounds and, consequently, no potential breach of the Equality Act 2010.

8.4. The operation of this Policy and Procedure will be monitored by the HR Manager in order to establish that no unlawful discrimination is taking place and to identify opportunities for the College to enhance equality of opportunity and fair treatment.

9. Review

9.1. This document will be reviewed by 31st July 2021.

9.2. The MIS Manager will undertake this review, taking into account the outcomes of the monitoring process, legislative changes and developments in good practice.

- 9.3. As part of the review, the MIS Manager will seek and consider the views of the College's employees and of the recognised trade unions.
- 9.4. The outcome of the review will be reported to the Senior Management Team.

10. Document Identification

Category [select ONE only]	<input type="checkbox"/> Programmes/courses <input type="checkbox"/> Partnerships <input type="checkbox"/> Finance <input type="checkbox"/> Quality <input type="checkbox"/> Governance <input type="checkbox"/> Health and safety <input type="checkbox"/> Facilities <input type="checkbox"/> Computer Services <input checked="" type="checkbox"/> MIS <input type="checkbox"/> Admissions <input type="checkbox"/> Teaching and learning <input type="checkbox"/> Personnel
Audience [select ALL that apply]	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Learners <input type="checkbox"/> Partners <input type="checkbox"/> Suppliers

Appendix 1

Definition of Malpractice by Students

- This list is not exhaustive and other instances of malpractice may be considered by the centre at its discretion:
 - Plagiarism of any nature
 - Collusion by working collaboratively with other students to produce work that is submitted as individual student 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

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 where there is insufficient evidence of the candidates' achievements to justify the marks given or assessment decisions made
 - Failure to keep candidate coursework/portfolios of evidence secure
 - Fraudulent claims for certificates
 - 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
 - Facilitating and allowing impersonation
 - Misusing the conditions for special student requirements, for example where students are permitted support, such as an amanuensis (scribe), 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 student completing all the requirements of assessment