



**ST JOSEPH'S CATHOLIC**  
**HIGH SCHOOL**

**BTEC ASSESSMENT MALPRACTICE  
PROCEDURES**

**2020-2022**

**Date of Review: January 2020**  
**Next Review Date: January 2022**

**Aim:**

- To identify and minimise the risk of malpractice by staff or students
- 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 this centre and BTEC qualifications.

**In order to do this, St Joseph's Catholic High School will:**

Seek to avoid potential malpractice by using the induction period and the learner handbook to inform learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice. As part of the induction process, Programme Leaders will make all learners aware of what constitutes malpractice, the different types of plagiarism and the consequences associated with it. Learners will be referred to the policy regarding malpractice in the student handbook and to the definition of plagiarism contained within it.

Show learners the appropriate formats to record cited texts and other materials or information sources. As part of induction, students will receive study skills training which introduces them to legitimate ways of recording information through the referencing of cited texts and the use of bibliographies. These strategies are also incorporated into teaching and learning and are revisited prior to the issue of assignments.

Ask learners to declare that their work is their own. All learners are asked to accompany every completed assignment with a signed declaration form confirming that their work is their own. Learners will use the BTEC/Pearson template for this purpose. Internal Assessors are responsible for checking the validity and authenticity of the learners' work and the Lead Internal Verifier will oversee this.

Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used. A bibliography can be used for this purpose.

Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Head of Department and all personnel linked to the allegation. It will proceed through the three stages detailed below in the Learner Malpractice policy.

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 - see procedures below.

Give the individual the opportunity to respond to the allegations made – see procedures below.

Inform the individual of the avenues for appealing against any judgment made – see procedures below.

Document all stages of any investigation – see procedures below.

Seek to avoid the risk of staff malpractice. The Centre will ensure that all staff are recruited with integrity and are suitably qualified to teach on the assigned programmes of study. Assessors will be expected to undertake BTEC CPD to become fully conversant with the specifications and the requirements of BTEC methodology for each programme. All BTEC staff will be fully informed of the seriousness of staff malpractice through induction and annually by the Quality Nominee at BTEC scheduled meetings. The information concerning staff malpractice is also contained within the BTEC Staff handbook. Definition of Malpractice by Learners

#### **Definition of Malpractice by Learners**

This list is not exhaustive and other instances of malpractice may be considered by St Joseph's 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/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 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 special student requirements, for example where learners are permitted support, such as an amanuensis. This is only 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

## **Procedures for dealing with Learner Plagiarism and Malpractice – Internally Assessed Units**

### **Stage One**

The Quality Nominee and Head of Department must be informed of the malpractice with accompanying evidence. A thorough investigation will be undertaken and both the Quality Nominee and Head of Department will speak to the learner(s) giving the opportunity to respond to the allegations made. The learner will also be advised of the appeals process if the allegation is proven.

In cases where plagiarism is proven the Head of Department will give the learner a verbal warning. The submitted work will be cancelled and the learner will be given the opportunity to amend the work and re-submit it within a given timescale. A signed learner declaration form must be attached to the re-submitted work. Details of the meeting and the sanctions applied will be formally recorded and a copy stored on the student record. Parents/Guardians will be informed.

In cases of serious malpractice which is proven, where the breach is of a serious magnitude, parents will be invited to a meeting with the Quality Nominee and Head of Department to discuss the seriousness of the offence, and the learner will be given a verbal warning. The submitted work will be cancelled and the learner will be given the opportunity to amend the work and re-submit it within a given timescale. Details of the meeting and the sanctions applied will be formally recorded and a copy stored on the learner record.

The process will be documented by the Quality Nominee.

### **Stage Two**

If the learner fails to remove the plagiarised material or re-submits work which contains further plagiarised content which is proven following investigation by the Quality Nominee and Head of Department then parents will be invited to the school and the learner will be given a final warning. The learner will also be given one final opportunity to re-submit the work. A signed learner declaration must be attached to the re-submitted work

The process will be documented by the Quality Nominee and a copy recorded on the learner record.

### **Stage Three**

Should the situation remain unresolved, the Quality Nominee will inform the Head of Centre and a further investigation will follow. Consequences will depend on the outcome of the investigation but if the malpractice is proven and the learner has failed to remove the plagiarised content then this may result in the learner being withdrawn from the course and the malpractice being reported to the exam board.

All stages of the Investigation will be documented and the learner will be advised of the appeals procedure. Parents/Guardians will be informed.

## **Procedures for dealing with Learner Plagiarism and Malpractice – Externally Assessed Units**

Where a learner is suspected of malpractice in relation to externally assessed units, the Head of Centre will inform the exam board immediately by completing a JCQ Form M1, and submitting this and all supporting documentation to the Investigations Team at [candidatemalpractice@pearson.com](mailto:candidatemalpractice@pearson.com). Parents/Guardians will be informed.

## **Procedures for dealing with Suspected Centre Staff Malpractice**

Where there is suspicion of staff malpractice the Head of Centre will inform the Investigations Team of the alleged or suspected malpractice before any investigation is undertaken. The Head of Centre will contact the Investigations Team by submitting a JCQ Form M2(a) with supporting documentation to [pqsmalpractice@pearson.com](mailto:pqsmalpractice@pearson.com). The Investigations Team will conduct the investigation directly or may ask the Head of Centre to assist. The Head of Centre will inform the suspected member of staff of their responsibilities and rights.

Following the outcome of the Pearson investigation, and if malpractice is confirmed, the Head of Centre will write to the member of staff no less than 5 working or 7 consecutive days in advance if a disciplinary is to be held. St Joseph's Catholic High School Staff Disciplinary Procedures will subsequently be followed as contained within the school policy.

This policy is supported by the Pearson Centre Guidance Document on dealing with malpractice and maladministration in vocational qualifications

<https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Centre-Guidance-malpractice-maladministration.pdf>

This policy is supported by the Pearson published Plagiarism Factsheet

[https://qualifications.pearson.com/content/dam/pdf/BTEC-Firsts/news/V727c2\\_BTEC\\_Plagiarism\\_factsheet.pdf](https://qualifications.pearson.com/content/dam/pdf/BTEC-Firsts/news/V727c2_BTEC_Plagiarism_factsheet.pdf)

**This policy will be reviewed every 12 months by the Quality Nominee and the Examinations Officer.**