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**SCHOOL POLICY**

**Non-Examined Assessment Internal Malpractice and Appeals Policy**

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**1. Introduction**

Woodford County High School is committed to ensuring that whenever its staff assesses students’ work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

**2. What Constitutes Malpractice?**

In the context of non-examined assessment, candidates must not:

- Submit work which is not their own;
- Lend work to other candidates or allow other candidates to copy their work;
- Allow other candidates to have access to their own independently sourced material;
- Assist other candidates to produce work;
- Use books, the internet or other sources without acknowledgement or attribution;
- Submit work that has been word processed by a third party without acknowledgement;
- Transgress the stipulated guidelines for the controlled conditions related to the specific assessment being completed.

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### 3. Notification Of Suspected Malpractice

The JCQ guidelines stipulate the following:

Irregularities identified by the centre **prior** to the candidate signing the authentication statement

- The centre should deal with the irregularity under its own internal procedures.
- There is no requirement to report the irregularity to the awarding body.
- Details of any work which is not the candidate's own must be recorded on the record form.

Irregularities identified by the centre **subsequent** to the candidate signing the authentication statement

- The head of centre must notify the relevant awarding body at the earliest opportunity using **Form JCQ/M1**.
- If malpractice is found the awarding body will apply a penalty.

Irregularities identified by an examiner or moderator **subsequent** to the candidate signing the authentication statement

- The awarding body will ask the head of centre to conduct a full investigation and report his/her findings.

Published JCQ regulations will be followed in instances of (2) and (3) above. Where an irregularity is identified prior to the candidate signing the authentication statement, the following procedures will be followed:

The malpractice will be investigated by the Deputy Headteacher unless there is a conflict of interest (for example, the reported malpractice has taken place within their subject area or is by a student they teach), in which case it will be investigated by the Assistant Headteacher with the corresponding Key Stage responsibility.

The member of staff who identifies malpractice must inform their Line Manager and Deputy Headteacher immediately. The consequent investigation should, as far as possible, be completed within ten days of the Deputy Headteacher being informed.

The investigator will establish the facts of the case by gathering evidence, if necessary in written form, from the relevant teacher(s) and student(s), plus anyone else they consider

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relevant to the investigation. A record should be kept of all the evidence, including notes of any interviews that have been conducted.

When, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual will be informed of the allegation and of the possible consequences should malpractice be proven. They will be given a chance to consider their response to the allegation and, if they wish, to submit a written statement. The individual's parents will also be informed of the allegation at this stage.

If a decision is made against the individual, they and their parents will be informed in writing and made aware of the appeals procedure. The individual must be informed in good time to allow an appeal, although the exact timing of the decision is at the discretion of the Head of the Centre in the light of all the circumstances of the case.

#### 4. Appeals Procedure

Any appeal must be made within ten working days of the individual being informed of the centre's decision. An appeal may only be made by the candidate's parents or carers on the following grounds:

- The schools' published malpractice procedures were not followed;
- The decision was unreasonable in light of the evidence;
- Further evidence (including medical evidence) has come to light which changes the basis of the decision;
- The sanction imposed is disproportionate to the seriousness of the malpractice.

The following are not grounds for appeal:

- The individual did not intend to cheat;
- The individual has an unblemished academic record;
- The individual could lose a university/Sixth Form place;
- The individual regrets her actions.

Appeals should be made in writing to the Headteacher, who will appoint two members of staff who have not been involved in the malpractice decision to investigate the appeal. The purpose of the investigation will be to decide whether any of the grounds of appeal outlined above are valid and, if so, whether this ought to result in overturning the original disqualification.