

'At Maes Ebbw all are challenged to grow and succeed.'



## Maes Ebbw Malpractice and Maladministration Policy

**Effective Policy Date: January 2018**

**Policy Review Date: January 2024**

### **Introduction**

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding candidate or staff malpractice in the production of evidence or the assessment or administration of internally marked qualifications (such as ASDAN CoPE). In addition also regarding examinations invigilated by staff at the school and marked externally.

### **Examples of Malpractice**

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice with regards to portfolio-based qualifications. This list is not exhaustive:

- Candidates colluding or copying another candidates work or assuming the identity of another
- Providing false information in relation to exemption from assessment
- Tampering with candidates work prior to external moderation/verification
- Assisting candidates with the production of work outside of the awarding body guidance
- Fabricating assessment and/or internal verification records or authentication statements

The following are examples of malpractice by staff with regard to examinations

- Assisting candidates with exam questions outside of the awarding body guidance
- Allowing candidates to talk, use a mobile phone or go to the toilet unsupervised
- Tampering with scripts prior to external marking taking place.

### **Malpractice Procedure**

Investigations into allegations will be coordinated by Chris May (Deputy Headteacher), who will ensure the initial investigation is carried out within ten working days. The person responsible for coordinating the investigation will depend on the qualification being investigated. The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. However the ASDAN regulation manager will be notified as soon as the alleged or actual case of malpractice has been identified on the 'notification of malpractice or maladministration form' to be found on the ASDAN website and outlined in ASDAN's Malpractice and Maladministration policy and procedure Section 3.2.

Where appropriate, the staff member or candidate concerned and any potential witnesses will be interviewed and their version of events recorded on paper, signed and dated accordingly.

The candidate or member of staff will be:

- informed in writing of the allegation made against him or her (candidates parents also to be contacted as appropriate).
- informed what evidence there is to support the allegation



- informed of the possible consequences, should malpractice be proven
- given the opportunity to consider their response to the allegations
- given the opportunity to submit a verbal or written statement
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)
- informed of the applicable appeals procedure, should a decision be made against him/her
- informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or professional bodies including the GTC

If work is submitted for moderation/verification or for marking which is not the candidate's own work, the awarding body may not be able to give that candidate a result. If the candidate has been found guilty of malpractice it is possible that the candidate's course and qualifications may then be invalid.

### Staff Malpractice Sanctions

Where a member of staff is found guilty of malpractice, Maes Ebbw School may impose the following sanctions:

- 1) **Written warning:** Issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied
- 2) **Training:** Require the member of staff, as a condition of future involvement in both internal and external assessments to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training
- 3) **Special conditions:** Impose special conditions on the future involvement in assessments by the member of staff
- 4) **Suspension:** Bar the member of staff in all involvement in the administration of assessments for a set period of time
- 5) **Dismissal:** Should the degree of malpractice be deemed gross professional misconduct, the member of staff could face dismissal from his/her post

### Appeals

The member of staff may appeal against sanctions imposed on them. Appeals will be conducted in line with the Schools Appeals Policy.

