



Regency High School Malpractice, Maladministration and Plagiarism Policy

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Authorised by: Chair of Governors

Date: May 2017
Review Date: May 2020
(Updated January 2018)

Signed by: *SHarding* (Policy Author)

Date: *20.3.18*

Signed by: *[Signature]* (Chair or Governors)

Date: *20.3.18.*

Malpractice, Maladministration and Plagiarism Policy

1. Policy on Assessment Malpractice

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and the authority of those responsible for conducting assessment and certification. See detailed explanation in sections B and C.

Regency High School does not tolerate actions (or attempted actions) of malpractice by learners or by staff, in connection with any awarding body qualification.

Awarding bodies may impose penalties and/or sanctions on learners or centres where incidents (or attempted incidents) of malpractice have been proven.

In order to minimise the risk of any malpractice Regency High School will:

- Use the Key Stage 4 Options Handbook and the KS4 evening to make students and parents aware of the issues and the school's policy
- Require all learners to declare that work submitted is their own
- Investigate rigorously any alleged malpractice as detailed below in section C.

1.1 Learner malpractice may include:

- Plagiarism by copying and passing off, as the learner's own, all or part of another person's work, of any kind and, in particular, items from a website, without the originator's permission and without appropriately acknowledging the source
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work. Teamwork is valuable and an essential key skill in many sectors and must be evidenced appropriately
- Impersonation, by pretending to be someone else
- Failing to abide by the instructions or advice of an assessor or awarding body regulations
- Misuse of assessment material
- The alteration of any results document, including certificates.

1.2 Staff malpractice may include:

- Alteration of the awarding body's assessment and grading criteria
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's portfolio
- Producing falsified witness statements, for example for evidence the learner has not generated
- Misusing the conditions for Reasonable Adjustments or Special Considerations such that the support has the potential to influence the outcome of the assessment
- Failing to keep learner computer files secure

- Falsifying records/certificates, for example by alteration, substitution or fraud
- Fraudulent certificate claims, by claiming for a certificate prior to the learner completing all the requirements of assessment
- Maladministration, by failing to keep the required records and documents and failing to adhere to awarding body administrative procedures.

2. Learner malpractice discovered at Regency High School

Malpractice discovered by Regency High School will be investigated by the school. Such an investigation will be supported by the Headteacher and all personnel linked to the allegation. It will proceed through the following stages:

- Deputy Headteacher to conduct interview with relevant candidate, and inform Headteacher
- Headteacher to take appropriate action
- The Headteacher will notify the Awarding Organisation of any incidence of malpractice/maladministration/plagiarism as soon as it is identified
- Headteacher to 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
- Headteacher to give the individual the opportunity to respond to the allegations made. Inform the individual of the avenues for appealing against any judgement made
- Document all stages of any investigation
- Headteacher to inform parent/carer of outcome and the relevant awarding body
- Where malpractice is proven, the school will inform the awarding body of the findings and act on the advice given about penalties to be applied.

3. Staff malpractice discovered at Regency High School

Malpractice discovered by Regency High School will be investigated by the school under staff disciplinary procedures.

4. Malpractice discovered by the Awarding Body

The Headteacher and all relevant personnel will provide the required support for the awarding body investigation.