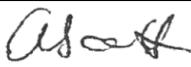


# VOYAGE LEARNING CAMPUS



Voyage  
Learning  
Campus

## Exams and Assessment Malpractice Policy

This policy has been adopted by the Management Committee on:	
Date:	21 <sup>st</sup> November 2018
Signed:	
Next review due:	November 2020

# Voyage Learning Campus (VLC) Exams and Assessment Malpractice Policy

*Policy to be read in conjunction with the following documents:*

- *VLC Internal Appeals Policy and Procedure*
- *VLC Controlled Assessment Policy*
- *VLC Exams Policy*

## 1. Introduction

- 1.1 Malpractice is a term used to describe all forms of irregularity or breaches of regulations in examinations and assessments.
- 1.2 This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the assessment of internally marked qualifications and also regarding examinations invigilated by staff at VLC and marked externally.
- 1.3 It also sets out to define the procedures to be followed in the event of any dispute or allegation regarding candidate malpractice in the assessment of internally marked examinations and also regarding examinations marked externally.
- 1.4 The Joint Council for Qualifications (JCQ) states that the Head of Centre must notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice. The only exception to this is candidate malpractice discovered in controlled assessments, coursework or non-examination assessments before the authentication forms have been signed by the candidate.
- 1.5 Voyage Learning Campus will act in accordance with the malpractice policy and procedures of the JCQ.
- 1.6 Reporting to ASDAN: The Centre's responsibilities as outlined in ASDAN's Malpractice and Maladministration Policy and Procedure section 3.2 will be adhered to.
- 1.7 Reporting to ABC Awards: The Centre's responsibilities as outlined in ABC Awards' Malpractice and Maladministration Policy will be adhered to.

## 2. Examples of Staff Malpractice

- 2.1 Attempted or actual malpractice activity which has the potential to undermine the integrity of qualifications will not be tolerated. The following are examples of malpractice by staff (this list is not exhaustive):
  - **Breach of security**, for example:
    - failure to keep examination material secure before or after an examination
    - discussing secure information in public including internet fora;

- tampering with candidate scripts, controlled assessments or coursework, including reading candidates' scripts prior to despatch
- **Deception**, for example:
  - inventing or changing marks for internally assessed components (eg coursework) where there is no evidence of the candidates' achievement of these marks
  - fabricating assessment or authentication statements
- **Improper assistance to candidates**, for example:
  - assisting candidates in the production of controlled assessments, coursework or portfolios
  - assisting or prompting candidates with answers
  - permitting candidates to access prohibited materials eg dictionaries, calculators
- **Failure to co-operate with an investigation**, for example:
  - failure to make information available to an awarding body during an investigation
  - failure to report all allegations of malpractice
- **Maladministration**, for example:
  - failure to ensure that candidates' controlled assessments or coursework is adequately monitored and supervised
  - inappropriate members of staff assessing candidates for access arrangements
  - failure to use current assignments for assessments
  - failure to train invigilators adequately
  - failure to invigilate examinations in accordance with JCQ publication *Instructions for Conducting Examinations*
  - failure to issue to candidates' correct notices and warnings
  - failure to maintain the security of candidates' scripts
  - failure to despatch scripts in a timely way
  - failure to conduct a thorough investigation into suspected malpractice.

### 3. Staff Malpractice Procedure

- 3.1 Investigations into allegations will be coordinated by the Head of Centre with support from the Head of Faculty, and they will ensure the initial investigation is carried out within ten working days. The investigation will involve establishing the facts of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true.
- 3.2 Where appropriate, the staff member concerned and any potential witnesses will be interviewed and a written record of their version of events will be taken.
- 3.3 The member of staff will be:-
- Informed in writing of the allegation made against him or her.
  - 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 written statement.
  - Informed of the applicable appeals procedure, should a decision be made against him/her.

- Informed and of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators Ofqual, the police and/or professional bodies.

#### 4. Staff Malpractice Sanctions

4.1 Where a member of staff is found guilty of malpractice, the Voyage Learning Campus, and / or the awarding body itself, 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.

#### 5. Appeals by Staff

5.1 The member of staff may appeal against sanctions imposed on them. For VLC sanctions, appeals will be conducted in line with Voyage Learning Campus disciplinary procedures. For awarding body sanctions, appeals must be line with JCQ policy on appeals (or ABC or ASDAN appeals policy, as relevant).

#### 6. Candidate Malpractice

6.1 'Candidate malpractice' means malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

6.2 Attempted or actual malpractice activity will not be tolerated.

6.3 The following are examples of malpractice by candidates. This list is not exhaustive:

- the alteration or falsification of any results document, including certificates;
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;

- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with other candidates, beyond what is permitted;
- copying from another candidate (including the use of technology to aid the copying);
- allowing work to be copied e.g. posting work on social networking sites prior to an examination/assessment;
- the deliberate destruction of another candidate's work;
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication;
- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;
- allowing others to assist in the production of controlled assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment;
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
- being in possession of confidential material in advance of the examination;
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);
- the inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
- plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing;
- theft of another candidate's work;
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, SmartWatches or other similar electronic devices;
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor;
- behaving in a manner so as to undermine the integrity of the examination.

- 6.4 If a candidate is accused of malpractice, the candidate will be informed. The allegations will be explained and the possible consequences. The candidate has the opportunity to respond and must sign and date a written statement from themselves. The statement will form part of the report to the awarding body about the malpractice incident / alleged incident.

## **7. Appeals by the Candidate**

- 7.1 In the event that a malpractice decision is made by an awarding body, the right to appeal to the awarding body is set out by JCQ (or ABC Awards, or ASDAN, as relevant).
- 7.2 Appeals against internally assessed marks are actioned in line with the Voyage Learning Campus Internal Appeals Policy and Procedure.