



Malpractice, Plagiarism and Appeals Policy

POLICY REVIEW AND ADOPTED BY MANAGEMENT COMMITTEE	DATE
REVIEWED:	September 2022
REVIEW FREQUENCY:	Annually
DATE OF NEXT REVIEW:	September 2023
RESPONSIBLE OFFICER / REVIEWED BY:	Headteacher

Introduction/Scope

The purpose of this procedure is to define the processes involved in investigating and taking action against learners who are suspected of assessment malpractice. The procedure applies to all learner produced assessment material. Rise Carr College will take action against any learner who has taken action to gain unfair advantage in any component of the assessment process.

Definitions of Assessment Malpractice

Plagiarism

The presentation by a learner, as his/her own work, material which is wholly or partially the work of another, either in concept or expressions, without acknowledgement of source through the correct use of quotations, references and a bibliography.

Copying the work of another learner.

Academic Dishonesty

Seeking to obtain/obtaining access to examination papers prior to the commencement of the examination process.

Any infringement of Rise Carr College's procedures for the conduct of written examinations, including failure to comply with the invigilators instructions.

Offering a bribe or other inducement to any person connected with the assessment process.

Being party to an arrangement whereby a person, other than the named learner to be assessed, fraudulently represents them in that assessment.

Any other arrangement intended to gain unfair advantage.

Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work. (Learners should not be discouraged from team work, but mechanisms for making this explicit must be made clear to the learner)

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 or test.

Fabrication of results or evidence relating to an assessment

Induction or use of unauthorised material contra to the requirements of a supervised assessment, examination or test conditions, for example; notes study guides, personal organisers, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar electronic devices.

Obtaining, receiving, exchanging or passing on information which could be assessment, examination or test related (or the attempt to) by means of talking or in written form during supervised assessment, examination, or test conditions.

Behaving in such a way as to undermine the integrity of the assessment, examination or test.

The alteration of any results document, including certificates.

Guidelines

Learners must be advised during induction to their programme of study the difference between acceptable and unacceptable forms of work. Academic dishonesty and Plagiarism should be reiterated at significant intervals (i.e prior to submission of course work), throughout the programme of study. Staff should use reminders such as 'DO NOT COPY or MAKE SURE THAT YOUR WORK IS YOUR OWN' as a reminder.

Submitted work must represent the learner's own work and be authenticated by the Learner using appropriate Partnership/Awarding body documentation.

To prevent the occurrence of plagiarism and collusion, programme teams should devise a range of procedures for assessing work such as changing assignments annually and ensure that other assessments eg tests rotate at least every three years.

Plagiarism or Academic Dishonesty during exams will follow the Awarding Body Examinations Policy and procedures.

Plagiarism or Academic Dishonesty during other forms of programme assessment will follow the Rise Carr College's Disciplinary procedure.

If an allegation of plagiarism or Academic Dishonesty is made against a Learner, staff must:

- 1 In the first instance talk to the learner explaining their suspicions, asking the learner to respond with reasoning and or evidence.
- 2 Where plagiarism is suspected the appropriate Senior manager responsible for Curriculum and Quality should be informed. Work/materials should be re-inspected prior to discussing the findings with the learner.
- 3 A copy of unmarked work is to be given to the learner, the original to be retained by the individual teacher/ professional tutor/educator/assessor.

A record of proven allegation of plagiarism or any academic dishonesty will be kept on the learner's file in accordance with the Disciplinary Procedure.

Action to be taken by assessment / invigilators

Where an invigilator suspects a learner of infringing the Awarding Body procedures for the conduct of written examinations, the following action should be taken, if possible in the presence of another invigilator to act as witness:

- 1 Confiscate any unauthorised material in the learner's possession.
- 2 Mark the learner's examination script with a note of the time alleged infringement was discovered and its nature. Wherever possible this endorsement should be countersigned by a second invigilator acting as witness.
- 3 Issue the candidate with a new script booklet and instruct the candidate to continue the examination, do not redo previously answered questions.
- 4 At the end of the examination inform the candidate that the alleged infringement will be reported to the Examinations Officer.
- 5 Note brief details of the incident in the invigilator's report and draw the incident to the attention of the Examination Officer.
- 6 The Examinations Officer shall be responsible for notifying the Subject Leader and Headteacher in writing of the incident.

All other forms of assessment

Where an assessor suspects a learner of academic malpractice the assessor will:

- 1 Endorse the learner's work or assessment feedback sheets as appropriate with a note detailing the nature of the suspected infringement.
- 2 Talk to the learner, explain the suspicion and ask the learner to respond with reasoning and/or evidence.
- 3 Report the allegation in writing to the Subject Leader and Headteacher
- 4 The work/materials should be re-inspected prior to discussing the findings with the learner.
- 5 A copy of the work is to be given to the learner, the original is to be retained by the individual teacher/ professional tutor/educator/assessor.

Investigation / Judgement

The investigation should take place as soon as practicable after the assessment in question. It will be conducted through a meeting attended by the learner and the Subject leader/ and chaired by the Headteacher. The learner can choose to be accompanied by another person acting in a supportive role. The meeting will consider the reports from invigilators and assessors in the light of explanations from the learner.

- 1 Following the meeting the Headteacher will make a judgement about whether or not the actions of the learner represent malpractice; judgement shall be communicated to the learner in writing within 5 days of the investigation meeting.
- 2 If the judgement is that no malpractice took place the assessment in question will be marked in its merits, and all records relating to the incident will be removed from the learner's file.
- 3 If the judgement is that malpractice took place then the learner will be subject to Rise Carr College's Disciplinary procedure and appropriate penalties relating to the assessment.

Learners who consider that the investigation was conducted unfairly, or that the judgement did not reflect the evidence represented can appeal

LEARNERS GUIDE TO PLAGIARISM

What is Plagiarism?

Plagiarism occurs when someone tries to pass off someone else's work – whether deliberately or unintentionally, without acknowledging, by including a reference, that it belongs to someone else.

What Activity Does it Include?

- copying out of books and offering this as your own written work in essays, tasks, reports or assignments, plans, projects or presentations
- downloading from the internet and cutting and pasting information into work without either writing it in your own words or including a reference that explains where it is from
- copying photographs and other pictorial work without including a reference that explains where it is from
- copying work from other students
- copying designs or music from another source without including a reference that explains where it is from

Why is it Unacceptable?

- it is cheating, and is an example of what is called dishonesty and assessment/malpractice
- it undermines the value of academic standards
- it discredits the credibility of the award/qualification
- it upsets those learners who have applied themselves honestly if others have achieved unfairly

What Should You Do?

- use an approved system for referencing sources of information you have used in your work (you will be given help by your tutor)
- sign your learner contract to indicate that you understand and accept that plagiarism is unacceptable and will result in action being taken through the disciplinary procedure
- sign statements to confirm that your portfolio/assignment/assessment work is your own
- recognise that teachers/professional tutors/educators/assessors will check work for collusion and cheating

Teachers/Professional Tutors/ Assessors Will:

- encourage learners to produce work that is unique to them by individualised tasks in which they apply their own knowledge
- give learners the opportunity to practise writing things in their own words from a published/downloaded source
- ensure that learners understand how to reference
- Check work for collusion and cheating
- Monitor learner progress throughout the programme to check learner work is genuine

What Will Happen to Those Caught?

- learners will be penalised in accordance with the circumstances
- the Rise Carr College's Disciplinary Procedure will be used

Full details are contained in Rise Carr College Malpractice Procedure.

STAFF MALPRACTICE

Rise Carr College has procedures and documentation to minimise the risk of any staff malpractice relating to assessment. The following are examples of malpractice

- Failure to keep awarding body/Rise Carr College mark schemes secure
- Alteration of awarding body/Rise Carr College assessment and grading criteria
- Assisting learners in the production of work for assessment where there is disproportionate support and a member of staff has produced work for a learner
- Producing falsified witness statement, for example to evidence criteria for which the learner has not generated evidence
- Allowing evidence which is known by the staff member to be a result of plagiarism
- Facilitating and allowing impersonation
- Misusing the conditions for special requirements
- Failing to keep learner computer records secure
- Falsifying assessment records
- Fraudulent certificate claims

Measures to ensure that processes and procedures are being carried out consistently and comprehensively and that take account of potential malpractice include:

- Audit of programme quality file including assessment and verification documentation
- Internal moderation/verification
- Audit of registers
- Audit of learner reviews
- Audit of some learners from enrolment and registration through assessment, verification and certification
- All External Verifiers/Moderators meet with a Senior Manager responsible for Curriculum and Quality and will have access to all relevant documentation.

Any issues that are identified will be addressed through relevant development or if more serious, through the Rise Carr College's Staff Disciplinary procedure.

LEARNER APPEALS PROCEDURE

1. **Introduction.** This procedure explains the operation of an appeal relating to learners who wish to appeal against an assessment or moderation/verification decision.
2. **Scope.** Applies to all Rise Carr College programmes.
3. **Requirements – Grounds for Appeal**
 - 3.1 Grounds for appeal include disputes about:
 - Conduct of the assessment(s)
 - Adequacy of the range, nature and comprehensiveness of the evidence provided
 - Opportunities available to demonstrate competence
 - Nature and level of guidance offered by the assessor
 - Anything in the way in which the assessments/moderation/verification system has been implemented
4. **Requirements – Means of Appeal**
 - 4.1 Rise Carr College will follow the procedures and guidance documented in the JCQ Appeals booklet effective from November 2020

LEARNER'S GUIDE TO APPEALS PROCEDURE

If you do not understand the reason for the grade/feedback awarded for an assessment or if you disagree with it, you should talk to your individual teacher who will explain the decision.

If you still disagree with the decision, you have the right to refer this to your KS4 Leader in Rise Carr College who will try to reach a solution with you, your assessor and the internal verifier.

If you are still not satisfied with the decision, you can follow the formal appeals procedure. To make an appeal against an assessment decision you need to complete an appeals form from your programme leader within 20 days of being given the assessment decision.

REGISTRATION AND CLAIMS FOR CERTIFICATION OF LEARNERS

Introduction

The central Examinations Office deals with all registrations and certification claims. It is a priority that effective communication takes place between this office and curriculum staff to ensure that timely and accurate information is submitted to awarding examinations bodies so that learners receive correct certification for qualifications/units achieved.

Publication of deadlines for registration

The Examinations Officer notifies Curriculum managers, programme/course leaders and tutors/teachers of the deadlines for registering learners with an awarding examinations body when there is a single key date within an academic year or within a specific term for learners to be registered on programmes.

The centre co-coordinator/Quality nominee for a specific awarding examinations body will ensure that the Examinations Officer, curriculum managers, programme/course leaders and tutors/teachers know the procedure for registration of learners and the required timescale for programmes that register learners throughout the year.

Copies of the administrative procedures for all awarding examinations bodies are held centrally in the Examinations Office.

Documentation for Registration

The Examinations Officer issues a registration form to programme/course leaders at the end of September/early October for all qualification aims. It is the responsibility of the programme/course leader to complete the form with all learners attending the learning programme/course ensuring that:

- all learners are enrolled on the correct qualification
- the Examinations Officer is made aware of any learners to be withdrawn from the programme/course.

Each learner must sign to confirm that s/he understands and accepts the conditions for registration. The programme/course leader submits the registration form to the Examination Office in person. Programme/course leaders must obtain and complete the relevant awarding examinations body registration form in either paper or electronic format from the Examinations Office for all other qualifications that take place at various times throughout the year eg

- learners enrolling on NVQ programmes and components of apprenticeship frameworks
- NOCN Progression qualifications

The programme/course leader submits the registration form to the Examination Office in person.

Registration

The Examinations Officer responsible for each programme/course registers the learners using the appropriate process required by the awarding body. (This is generally through an on-line system)

The Examination Officer sends a copy of the list of learners registered to the programme/course leader and this is kept in the Quality programme/course file.

Access to information on-line

Curriculum managers and Programme leaders have the opportunity to have an individual Read-only EDEXCEL Online account if they wish so that they can check on registrations, achievements independently and access the support services available from this EDEXCEL service.

.Checking

The Examination Officer cross-references the registration forms and identifies any programmes/courses for which no learner registrations have been received. The Curriculum managers and programme/course leaders are notified of any missing registrations with a reminder of deadline dates.

Amendments to Registrations

The Examinations Officer reminds Curriculum managers, programme/course leaders of the last date for withdrawing learner registrations if there is a key date eg January deadline for programmes. This ensures that resources are not wasted if learners have withdrawn. It is the responsibility of the programme/course leader to notify the Examination Office of any learners who have withdrawn by e-mail or in person providing the essential information – programme/course title, learner name and address, date of birth.

It is the responsibility of the programme/course leader to notify the Examination Office of any learners whose personal details have changed by e-mail or in person providing the essential information – programme/course title, learner name and address, date of birth.

Claims for Certification

The programme/course leader completes the details of the units achieved by each learner and grades/points where appropriate on the prescribed awarding body's documentation or an in-house tracking matrix which has been approved by the Examinations Office to confirm that it contains all the essential information required. The details entered must be checked by another member of the team (the IV for NVQ programmes) and with the learner before the claim is countersigned by the relevant Curriculum manager or designate. The programme/course leader submits this claim documentation to the Examination Office who will issue a receipt with the date that the claim was received.

Certificates

The Examinations Officer responsible for each programme claims certificates for the learners using the appropriate process required by the awarding body.

Certificates are checked against the claim documentation when they are received before despatch to the designated people. List eg

- All certificates for Pre-16 learners are sent to the Pre-16 co-ordinator
- All other certificates are posted directly to learners using the address on SIMs.