

Internal Assessment Malpractice Policy

'Candidate malpractice' means malpractice by a candidate in connection with 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.

'Malpractice', means any act, default or practice which is a breach of the Regulations or which:

- gives rise to prejudice to candidates; and/or
- compromises, attempts to compromise or may compromise the process of assessment, the integrity of the result of an assessment; and/or
- damages the authority, reputation or credibility of the school or any officer, employee or agent of the school centre.

Teaching staff and examination staff must:

- notify the head of centre and SLT with responsibilities for exams immediately of all alleged, suspected or actual incidents of malpractice.
- comply at all times with the centres instructions regarding an investigation; respond speedily and openly to all requests for an investigation into an allegation of malpractice. This will be in the best interests of centre staff, candidates and any others involved;

Head of centre of SLT member with responsibly for exams must:

- ensure that if it is necessary to delegate the gathering of evidence to a senior member of centre staff, the senior member of centre staff chosen is independent and not connected to the department or candidate involved in the suspected malpractice. The head of centre should ensure there is no conflict of interest which might compromise the investigation;
- ensure staff members and candidates are informed of their individual responsibilities and rights as set out in this document;
- at all times comply with data protection law;
- pass on to the individuals concerned any warnings or notifications of sanctions.

Suspected malpractice identified by Bassingbourn Village College

Bassingbourn Village College will not normally give credit for any work submitted which is not the candidate's own work. This includes work completed with the dishonest use of electronic equipment, notes, annotations, books, in internal assessments and practice exams

Staff who suspect malpractice in an internal examination or assessment will notify their HOD immediately.

When the HOD receives an allegation, they will evaluate the allegation in the light of any available information to see if there is cause to investigate.

Response

In the case of notifications of suspected malpractice the HOD will consider the information provided and decide to:

- take no further action; or
- ask the head of centre, or another suitably qualified individual, to gather evidence in support of an investigation into the alleged malpractice and to submit a written report; or
- investigate the matter directly

Where the person gathering the evidence for the investigation deems it necessary to interview a candidate a full note of the interview should be made and kept. The interviewee should be asked to confirm the accuracy of the note

Rights of the accused individuals

If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (a candidate) must:

- be informed (preferably in writing) of the allegation made against him or her;
- be advised that a copy of the BVC Internal assessment malpractice policy can be found on the school website
- know what evidence there is to support the allegation;
- know the possible consequences should malpractice be proven;
- have the opportunity to consider their response to the allegations (if required);
- have an opportunity to submit a written statement;
- have an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required);
- be informed of the applicable appeals procedure, should a decision be made against him or her;

Malpractice report

After evidence gathering a report must be presented to the head of Centre or SLT member with responsibilities for exams

The report should be accompanied by the following documentation, as appropriate:

- a statement of the facts, including a clear and detailed account of the circumstances of the alleged malpractice and an objective assessment of the evidence gathered;
- the evidence relevant to the allegation, such as written statement(s) from the teacher(s), invigilator(s), assessor, internal verifier(s) or other staff who are involved;
- written statement(s) from the candidate(s) in their own words;
- any exculpatory evidence and/or mitigating factors;
- seating plans showing the exact position of candidates in the examination room/classroom;
- unauthorised material found in the examination room/classroom;
- any candidate work and any associated material (e.g. source material for coursework) which is relevant to the investigation;
- any teaching resources/material relevant to the investigation;

Making the decision

In making a decision on any case, the Head of Centre of SLT with responsibilities for exams will first establish that correct procedures have been followed in the investigation, and that all individuals involved have been given the opportunity to make a written statement. Where individuals have had

the opportunity to make a written statement, but have declined this opportunity, the case will proceed on the basis of all other information received.

If satisfied, they will then seek to determine:

- whether malpractice as defined in this document has occurred;
- where the culpability lies for the malpractice.

If they are satisfied that there is sufficient evidence that malpractice has occurred, they will then determine:

- appropriate measures to be taken to protect the integrity of the examination or assessment and to prevent future breaches;
- the nature of any sanction to be applied.

Sanctions

Bassingbourn Village College will normally impose sanctions on individuals found guilty of malpractice

Sanctions will be chosen from a defined range, in order to reflect the particular circumstances of each case and any mitigating factors

Sanctions will be based only on the evidence available

All sanctions must be justifiable and reasonable in their scale, and consistent in their application.

See Appendix 2 for list of sanction

Appendix 1

Candidate malpractice

For example:

- a breach of the instructions or advice of an invigilator, teacher in relation to the examination or assessment rules and regulations;
- the unauthorised use of alternative electronic devices or technology during remote assessment and remote invigilation;
- accessing the internet or online materials during remote assessment and remote invigilation, where this is not permitted;
- 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);
- failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information online;
 - exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment 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, nonexamination 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 unauthorised confidential information about an examination or assessment;
- 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, obscene, homophobic, transphobic, racist or sexist 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), watches, instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, or other similar electronic devices;
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor;
- facilitating malpractice on the part of other candidates;
- behaving in a manner so as to undermine the integrity of the examination.

Appendix 2

Type of Offence	Warning Sanction 1	Loss of marks Sanction 2-4	Loss of TAG Sanction 5-9
Introduction of unauthorised material into the examination room, for example:			
Own Blank Paper	Used for rough work	Used for final answers	
Calculator/dictionary when prohibited	Not used	Used or attempted to use	
Bringing into the examination room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage; content irrelevant to subject	notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
Unauthorised notes, study guides and personal organisers	content irrelevant to subject	content relevant to subject	relevant to subject and evidence of use
Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, Smartphone, Smartwatch)	not in the candidate's possession but make a noise in the examination room/classroom	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of being used by the candidate
Watches (not Smartwatches)	in candidate's possession		
Communication	passing/receiving written communications which clearly have no bearing on the assessment	accepting assessment related information	passing assessment related information to other candidates; helping one another; swapping scripts
Verbal communication	isolated incidents of talking before the start of the examination or after papers have been collected	talking during the examination about matters not related to the exam; accepting examination related information	talking about examination related matters during the exam; whispering answers to questions
Disruptive behaviour in the examination room or assessment session (including use of offensive language)	minor disruption lasting a short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the examination room; taking another's possessions	warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property

A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations	minor non-compliance: e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance: e.g. refusing to move to a designated seat; significant amount of writing after being told to stop	related non-compliance
Collusion: working collaboratively with others beyond what is permitted	collaborative work is apparent in a few areas, but possibly due to teacher advice; candidate unaware of the regulations	collaborative work begins to affect the examiner's ability to award a fair mark to an individual candidate	candidates' work reflects extensive similarities and identical passages; due to a deliberate attempt to share/plagiarize work
Copying from another candidate or allowing work to be copied (including the misuse of technology)	lending work not knowing it would be copied	permitting examination script/work to be copied; showing other candidates' answers	copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy
Personation			deliberate use of wrong name or number; personating another individual; arranging to be personated
Use of social media for the exchange and circulation of real or fake assessment material	attempting to source secure assessment related information online/via social media	accepting/receiving real or fake assessment related information via social media without reporting it to BVC	misuse of assessment material (real or fake) including: attempting to gain or gaining prior knowledge of assessment information via social media; improper disclosure of real or fake assessment information; passing or distributing real or fake assessment related information to others

Sanctions

1. Warning
2. Loss of marks
3. Loss of all marks in paper/component
4. Loss of all marks for unit ie awarded zero marks for all components in unit

5. Disqualification from the unit i.e. zero marks for unit awarded in TAG
6. Disqualification from the whole qualification i.e. TAG not submitted to Awarding body

Appendix 3

Suspected Candidate malpractice

Details required:

Date and time of incident

Candidate name/s

Assessment/examination details

Name and role of staff member

Description of the nature of the suspected candidate malpractice including details as to how it was discovered, by whom and when.

Date of incident	
Time of incident	
Member of staff reporting incident	
Assessment details	
Student name Candidate number	
Description of suspected malpractice	
Details of interview with Candidate	

**Counter signed by interviewer
and interviewee**

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