



# **The Eaglewood School**

*“Raising Aspiration and Changing Lives”*

## **Exams Malpractice Policy**

## POLICY DETAILS

<b>Subject and Version of Document:</b>	Exams Malpractice Policy – <b>2023</b>
<b>Author:</b>	Mrs L Allen Data Manager/Exams Officer
<b>Persons/Committees consulted whilst document in draft:</b>	Headteacher and Governing Body
<b>Date Policy agreed:</b>	<b>March 2023</b>
<b>Date of next review/update and by whom:</b>	The Eaglewood Governors <b>March 2024</b>
<b>Copy obtainable from and/or distribution:</b>	PA to the Headteacher
<b>Date document issued:</b>	<b>March 2023</b>
<b>Responsibility for dissemination to new staff:</b>	<b>SLT</b>
<b>Headteacher Target Audience:</b>	<b>All Staff; Parents; Students; Commissioning Schools; Local Authority</b>

### Policy Review

This policy will be reviewed annually.

## Eaglewood School - Assessment malpractice statement

When implemented the awarding bodies will be contacted using the appropriate forms and or on headed paper and emailed in the first instance

### Staff Malpractice statement

#### Introduction

This statement sets out the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the assessment of internally marked qualifications (such as ASDAN CoPE AQA/Edexcel/OCR/CIE controlled assessments) and 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 by staff with regards to portfolio-based qualifications. This list is not exhaustive:

- 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/i-phone/smart watch/internet or go to the toilet unsupervised
- Tampering with scripts prior to external marking taking place

#### Process

Such malpractice is regarded as misconduct under the School's Discipline Policy. Any allegations of malpractice will follow the disciplinary investigation, sanction and appeals processes as set out in that policy.

## Candidate Malpractice statement

### Introduction

This statement 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 qualifications (such as ASDAN/CoPE/ncfe/AQA/Pearson/OCR/CIE/WJEC controlled assessments) and also regarding examinations marked externally.

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

- Plagiarism: the copying and passing of as the candidate's own work, the whole or part of another person's work
- Collusion: working collaboratively with other learners to produce work that is submitted as the candidate's only
- Failing to abide by the instructions of an assessor – This may refer to the use of resources which the candidate has been specifically told not to use
- The alteration of any results document

If a teacher suspects a candidate of malpractice, the candidate will be informed and the allegations will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate accepts that malpractice has occurred, he/she may be given the opportunity to repeat the assignment. If malpractice is confirmed following an investigation, the teacher may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

The following are examples of malpractice by candidates with regards to examinations. This list is not exhaustive:

- Talking during an examination
- Taking a mobile phone or smart watch such as Apple watches, or equivalent, into an examination
- Taking any item other than those accepted by the Awarding Body into the examination, such as a book or notes
- Leaving the examination room without permission
- Passing notes or papers or accepting notes to, or accepting notes or papers from another candidate

If a teacher suspects a candidate of malpractice during an examination, the candidate will be informed and the allegations will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If malpractice is confirmed following an investigation, the Awarding Body will be informed and the candidate's examination paper may be withdrawn.

#### **BCS Malpractice and Maladministration Policy**

Anybody who identifies or is made aware of suspected or actual cases of malpractice or maladministration at any time must immediately notify BCS.