



The COUNTY HIGH SCHOOL *Leftwich*

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Document Control Sheet

Document Type	Policy
Document Name	BTEC Malpractice
Originator	Laura Measures
Approved by	Quality of Education
Review interval	Annual
Date of last review	Autumn 2025
Date of next review	Autumn 2026
This document is part of the group which include	BTEC Blended Learning BTEC Assessment & Internal Verification BTEC Registration & Certification BTEC Assessment BTEC Appeals
Equality Act 2010 fully considered	Yes
EIA Form Completed	Yes

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BTEC Assessment Malpractice Policy

1. Aim:

- 1.1. To identify and minimise the risk of malpractice by staff or learners.
- 1.2. To respond to any incident of alleged malpractice promptly and objectively.
- 1.3. To standardise and record any investigation of malpractice to ensure openness and fairness. To impose appropriate penalties and/or sanctions on learners or staff where Incidents (or attempted incidents) of malpractice are proven.
- 1.4. To protect the integrity of this centre and BTEC qualifications.

- 1.5. In order to do this, the centre will:
 - 1.5.1. Seek to avoid potential malpractice by using the induction period and the learners handbook to inform learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice. Learners should be made aware of what constitutes plagiarism.
 - 1.5.2. Show learners the appropriate formats to record cited texts and other materials or information sources.
 - 1.5.3. Ask learners to declare that their work is their own. Learners must sign declarations for each assignment submitted.
 - 1.5.4. Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.
 - 1.5.5. Ensure that staff are aware of what constitutes assessment malpractice.
 - 1.5.6. If a malpractice allegation is made, conduct an investigation in a form commensurate with the nature of the malpractice allegation.
 - 1.5.7. Such an investigation will be supported by the Deputy Headteacher and all personnel linked to the allegation. The investigation will go through the following stages
 - 1.5.7.1. Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the consequences that are possible should the malpractice be proven.
 - 1.5.7.2. Provide an opportunity for the individual to respond to the allegations and inform them of the methods of appealing any judgement made.

- 1.6. **Possible Sanctions for proven malpractice**
 - 1.6.1. Resubmission of all work within the assignment and if necessary to a modified assignment brief.
 - 1.6.2. Automatic failure of the unit concerning the malpractice.
 - 1.6.3. Removal from the qualification.

2. Definition of Malpractice by Learners

This list is not exhaustive:

- 2.1. Plagiarism – presenting material from secondary sources as original, e.g. unacknowledged copying and pasting from the internet, copying. Learners should be taught an appropriate format of referencing to ensure they do not inadvertently commit plagiarism.
- 2.2. Copying others' work
- 2.3. Collusion by working collaboratively with other learners to produce work that is submitted as their own individual work
- 2.4. Deliberate destruction of another's work
- 2.5. Fabrication of results or evidence, e.g. making false claims about having participated in a practical activity
- 2.6. False declaration of authenticity, e.g. claiming the work of another learner or declaring collaboratively produced work as their own

3. Malpractice procedure

- 3.1. Minor concerns about authenticity, e.g. work which has been poorly referenced through neglect (not deliberate deception) should be dealt with by the assessor in the first instance.
- 3.2. Where an assessor has serious concerns about the authenticity or validity of a piece of work (e.g. deliberate deception, repeat offence) they should immediately inform the Programme Leader.

4. Learner Malpractice procedure

To be led by the Programme Leader:

- 4.1. Inform the learner of the alleged malpractice.
- 4.2. Give the individual the opportunity to respond to the allegations made.
- 4.3. Inform the individual of the avenues for appealing against any judgment made.
- 4.4. Document all stages of any investigation.
- 4.5. Where malpractice is proven, the school will inform the learner's parents/carers. They will work with the learners Year Leader to apply an appropriate consequence, which may include:
 - 4.5.1. Application of school code of conduct (where applicable).
 - 4.5.2. Individualised arrangements for supervision, e.g. parental monitoring.
 - 4.5.3. Other agreed actions.
 - 4.5.4. Ejection from the course should only be considered in extreme cases. All such decisions would be subject to the existing school procedures, including approval from the Deputy Headteacher.

5. Definition of Malpractice by Centre Staff

This list is not exhaustive:

- 5.1. Improper assistance to candidates.
- 5.2. Inventing or changing marks for internally assessed work (coursework or portfolio evidence).
- 5.3. Where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made.
- 5.4. Failure to keep candidate coursework/portfolios of evidence secure.

- 5.5. Fraudulent claims for certificates.
- 5.6. Inappropriate retention of certificates.
- 5.7. Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves centre staff producing work for the learner.
- 5.8. Producing falsified witness statements, for example for evidence the learner has not generated.
- 5.9. Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework.
- 5.10. Facilitating and allowing impersonation.
- 5.11. Misusing the conditions for special learner requirements, for example where learners are permitted support, such as a scribe; this is permissible up to the point where the support has the potential to influence the outcome of the assessment.
- 5.12. Falsifying records/certificates, for example by alteration, substitution, or by fraud.
- 5.13. Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment.

6. Where staff malpractice is suspected, you must:

- 6.1. Inform the staff member's SLT line manager, the Quality Nominee (LM) and the Headteacher.
- 6.2. The alleged malpractice will then follow the school procedure.
- 6.3. Any malpractice or attempted malpractice must be recorded and Pearson must be informed.