



STATIONERS'
CROWN WOODS ACADEMY
Executive Principal: Mr David Millar

BTEC Stationers' Crown Woods Academy Policy on Malpractice

Updated by CA August 2017

Aspire, Strive, Thrive,
Relentlessly pursuing excellence...

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Stationers' Crown Woods Academy is part of Leigh Academies Trust



This policy refers to all and any BTEC programme delivered across KS4 and KS5. The role and purpose of this policy is to:

- ❖ Define malpractice in the context of assessment and certification for BTEC qualifications
- ❖ Set out the rights and responsibilities with regard to malpractice of the learner, centre and Edexcel
- ❖

According to BTEC guidance:

'Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification. Edexcel does not tolerate actions (or attempted actions), of malpractice by:

- Learners
- Centres

In connection with BTEC qualifications Edexcel may impose penalties and/or sanctions on learners or centre staff where incidents (or attempted incidents) of malpractice have been proven'

Learner malpractice includes:

- ❖ Plagiarism by copying and passing off as the learner's own work the whole or part(s) of another person's work including artwork, images, words, computer generated work (including internet sources), thoughts, inventions and/or discoveries whether published or not, without appropriately acknowledging the source
- ❖ Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work. Learners should not be discouraged from teamwork, as this is an essential key skill for many sectors and subject areas, but the use of minutes, allocating tasks, agreeing outcomes etc. are an essential part of team work and this must be made clear to the learners
- ❖ 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/test
- ❖ misuse of assessment/examination material
- ❖ Behaving in a certain way as to undermine the integrity of the assessment/examination/test.
- ❖ The alteration of any results documents including certificates
- ❖ Cheating to gain an unfair advantage. Assessors must verify that the learners work is their own, for instance:
- ❖ Checking the validity of the learners work to ensure worked submitted has not been plagiarised

In order to prevent the occurrence of plagiarism assessors should ensure that learner malpractice is addressed in the following ways:

- Through initial induction
- Providing correct guidance on study skills and how to cite and reference secondary sources
- Provide supervised opportunities for learners to complete their work

Assessor Malpractice includes:

- ❖ Assisting learners in the production of work for assessment, where the support has the potential to influence the outcome of assessment
- ❖ Producing falsified witness statements allowing evidence which is known by the staff member not to be the learners own to be included in a learner assignment /coursework
- ❖ Misusing the conditions for special learner requirements
- ❖ Fraudulent certificate claims

Malpractice Procedures

Edexcel procedures for dealing with Malpractice:

Edexcel will deal with alleged malpractice with the Principal (Mr Millar), and may require full access to a centre for investigation purposes. During the investigation Edexcel may refuse learner registration/enrolment or withhold the release of learner results/certificate

If malpractice is suspected this must be reported at the first instance to the QN (Corrina Anderson), who will make the individual fully aware in writing of the nature of the alleged malpractice.

The individual involved with an act of alleged malpractice will be provided with the opportunity to respond to the allegations made; and will be informed of the right to appeal should a judgement be made against them

In the event of malpractice Edexcel has the right:

- ❖ **to access any documents held by the centre in relation to alleged malpractice**
- ❖ make a report to the regulatory bodies to include details of actions taken by the QN and Principal, Governing body or responsible employer
- ❖ May notify other awarding bodies and in some cases the police
- ❖ Penalties and Sanctions applied.
- ❖ Edexcel may refuse to accept assessment/examination entries from a centre if malpractice established
- ❖ Has the right to withdraw programme approval
- ❖ Reserves the right to refuse to issue or withdraw certificates

Appeals

Edexcel has established procedures for the consideration of appeals against penalties and sanctions arising from malpractice

Appeals against decisions will normally only be accepted from the Principal (Mr Millar).

Signed by:

Signed by:

Date:26/6/17

Date: