

# Archway School BTEC Assessment Malpractice Protocol for Students

---

## Aim:

- To identify and minimise the risk of malpractice by students.
- To respond to any incident of alleged malpractice promptly and objectively.
- To record any investigation of malpractice to ensure openness and fairness.
- To impose appropriate penalties and/or sanctions where incidents (or attempted incidents) of malpractice are proven.
- To protect the integrity of Archway School and BTEC qualifications.

## Definition of Malpractice by Students

This list is not exhaustive, other instances of malpractice may be considered:

- Plagiarism of any nature
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work
- Copying (including the use of ICT to aid copying)
- Deliberate destruction of another's work
- Fabrication of results or evidence
- False declaration of authenticity in relation to the contents of a portfolio or coursework
- 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

## Practice:

- Seek to avoid potential malpractice by using the induction period and the student handbook to inform learners of the centre's protocol on malpractice and the penalties for attempted and actual incidents of malpractice
- Show students the appropriate formats to record cited texts and other materials or information sources
- Ask students to declare that their work is their own
- Ask students to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used

Investigate malpractice allegations using the following procedure:

All allegations of malpractice will be investigated by the appropriate Programme Leader. Where malpractice is proven, the following will apply:

- The relevant assignment would be failed
- The learner will be interviewed by the appropriate Programme Leader and member of the Senior Leadership team and issued with a verbal warning. This will initiate the first stage of Archway's disciplinary procedure.
- A written record of the interview will be forwarded to and kept by the Quality Nominee.
- Parents / Guardians will be informed by the Programme Leader.

This protocol will be reviewed annually

Next review date: 26<sup>th</sup> July 2018