

Caedmon College Whitby

BTEC Malpractice Policy

This Policy will be up-dated annually by the QN and approved by Governors

Review dates	By Whom	Approval date
February 2019	Governors	21 February 2019
February 2020		

Signature of Chair: Pen Cruz Date: 21 February 2019

Signature of QN: _____ Date: _____

Signature of Principal: Simon Riley Date: 21 February 2019

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BTEC Malpractice Policy and Procedures

Abbreviations: EO, Exams officer; QN, Quality nominee; HOL, Head of Learning; LIV, Lead Internal Verifier

Aim:

- ❖ To identify and minimise the risk of malpractice by staff or learners
- ❖ To respond to any incident of alleged malpractice promptly and objectively
- ❖ 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
- ❖ To protect the integrity of this centre and BTEC qualifications.

1. Definitions of malpractice and maladministration

JCQ defines 'Malpractice', which includes maladministration, as any act, default or practice which:

- compromises, or attempts to compromise the process of assessment, the integrity of any qualification, or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding organisation or centre or any officer, employee or agent of any awarding organisation or centre.

2. Ways to reduce malpractice and maladministration

The Centre will:

- ❖ Check that learners declare that their work is their own, by:
 - For BTEC internally assessed units, internal assessors checking the validity and authenticity of the learners' work.
 - Provide a written declaration that the evidence is authentic and that the assessment was conducted under the requirements of the assessment specification.
 - Verify the identity of a learner before they take an examination.
 - Where assessment is to be conducted in a language other than English, ensure that provision is made for such work to be verified and authenticated.
- ❖ Use the induction period and the student handbook to tell learners about Caedmon College Whitby's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
- ❖ Show learners the appropriate formats to record cited texts and other materials or information sources including websites.
- ❖ Check that access controls are installed to stop learners from accessing and using another person's work, to include secure storage of learner work physically and electronically.
- ❖ Check that learners do not take prohibited material into an exam.
- ❖ Apply procedures for assessing work in a way that reduces or identifies malpractice such as plagiarism, collusion or cheating. These procedures may include:
 - Periods of supervised sessions during which evidence for assignments/tasks/coursework is produced by the learner.
 - Altering assessment assignments/tasks/tools on a regular basis.
 - The assessor assessing work for a single assignment/task in a single session for the complete cohort of learners.
 - Using oral questions with learners to check their understanding of the work.
 - Assessors getting to know their learners' styles and abilities.

3. Procedures for dealing with suspect malpractice or maladministration

Malpractice by staff or learners in BTEC subjects will be dealt with according to the relevant Centre policies:

- I:\Staff-Read Only\College Policies\Assessment\Exams Policy
- I:\Staff-Read Only\College Policies\Assessment\Controlled Assessment Policy

Malpractice in internal assessments

The approach to managing malpractice is to place the emphasis on the training of staff and learners in order to avoid incidences of malpractice in the first place.

1. Training and awareness

All staff teaching BTEC subjects will receive training on how to identify and deal with plagiarism in internal assessments (assignments).

Training, based on resources from Pearson, will be delivered in staff meetings at an appropriate time and a record of attendance kept.

Lead internal verifiers (LIV) are responsible for ensuring that learners receive appropriate information and training on how to avoid plagiarism in assignments. This should include:

- instruction on what is meant by plagiarism,
- instruction on how to reference sources of information correctly
- instruction on how to give in-text citations correctly
- information on the rules and regulations for the completion of internal assessment

Learners should receive this information at the start of the course as part of their induction and also, where appropriate, at other times in the course. During induction, assessors should issue to learners the college guidance leaflets on citation, bibliography and referencing. These documents are available at I:\Learning Areas\BTEC\All staff\Referencing leaflets.

2. Procedures for dealing with plagiarism

If an assessor discovers any irregularity in the internally assessed components of examinations before a candidate has signed the declaration of authentication, the assessor should decline to accept the work for assessment purposes until the learner has addressed the irregularity. The assessor is responsible for making sure that the learner understands why the work has not been accepted and for ensuring that the learner understands how to produce assessments that comply with the rules and regulations.

If an assessor discovers an irregularity in internally assessed work after a candidate has signed the declaration of authentication, or suspects any malpractice by a candidate during an examination, the assessor must immediately inform the Quality Nominee so that full details of the case may be reported promptly to the examining body.

Incidences of plagiarism or other malpractice should be discussed in teaching teams in order to plan intervention and put in place further prevention strategies.

3. Malpractice in external assessments

Malpractice in external assessments will be dealt with according to the college policy, available at I:\Staff-Read Only\College Policies\Assessment\Exams Policy

4. Malpractice by staff

Any member of staff who suspects malpractice or maladministration of a BTEC qualification must report the incident to the Quality Nominee or member of the SMT so that it can be reported to the examining body.

The Centre will:

- ❖ Make the individual fully aware in writing at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
- ❖ Report any incident of:
 - malpractice or attempted malpractice by centre staff; units by contacting Pearson at pqsmalpractice@pearson.com
 - maladministration by centre staff; and units by contacting Pearson at pqsmalpractice@pearson.com
 - malpractice or attempted malpractice by learners in relation to externally assessed units by contacting Pearson at candidatemalpractice@pearson.com
- ❖ Contact Pearson's Investigations team by emailing pqsmalpractice@pearson.com if malpractice has occurred after certificates have been issued.
- ❖ Where learners are suspected of malpractice in relation to externally assessed units of vocational qualifications (such as examinations within BTEC NQF), inform Pearson at the earliest opportunity, by completing a [JCQ Form M1](#), and submitting this and all supporting documentation to Pearson's Investigations team at candidatemalpractice@pearson.com.
- ❖ Inform Pearson's Investigations team of any alleged or suspected malpractice by centre staff, before any investigation is undertaken by submitting a [JCQ Form M2\(a\)](#) with supporting documentation to pqsmalpractice@pearson.com.
- ❖ Inform learners and centre staff of suspected malpractice of their responsibilities and rights.