

Candidate Malpractice Policy

November 2020

This policy requires a signed declaration

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| Policy/Statement: Candidate Malpractice Policy | Responsibility: MMO | Date Agreed: November 2020 Review Date: November 2021 |
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| To be used with the following policies: Conflict of Interest Statement Pupil Appeals Policy | Named Responsibilities: |
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1 Aims

This policy 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 and regarding examinations marked externally.

2 Examples of Candidate Malpractice

Attempted or actual malpractice activity 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

3 Suspicion of Malpractice

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 will be given the opportunity to repeat the assignment. If found guilty of malpractice following an investigation, the teacher may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

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 the candidate is found guilty of malpractice, the Awarding Body will be informed and the candidate's examination paper will be withdrawn. It is unlikely that the candidate will have the opportunity to repeat the examination.

4 Appeals

If a malpractice decision is made, which the candidate feels is unfair, the candidate has the right to appeal to the Assistant Headteacher (Curriculum and Progress) under the Pupil Appeals Policy.

Candidate Declaration

I have read and understood the expectations and consequences as set out in this policy

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| Print Name: | Signature: | Date: |
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