

Lydiard Park Academy Examinations Malpractice Policy

Definition

Malpractice is deemed to be those actions and practices which threaten the integrity of public examinations, and/or damage the authority of those responsible for conducting them.

Centre Staff Malpractice

The following are examples of malpractice by Centre staff. The list is not exhaustive and other instances of malpractice may be considered and acted upon;

- Moving the time or date of a fixed examination (beyond that permitted) without notifying the relevant Awarding Body.
- Failing to keep examination papers secure prior to the examination.
- Obtaining unauthorised access to examination material prior to an examination.
- Assisting candidates in the production of coursework, beyond that permitted by the regulations.
- Allowing candidates unsupervised access to controlled assessment exemplar material, whether this is the work of former students or that provided by the Awarding Body.
- Failing to keep student computer files secure.
- Assisting or prompting candidates with the production of answers.

Candidate Malpractice

The following are examples of malpractice by candidates. The list is not exhaustive and other instances of malpractice may be considered and acted upon;

- Misuse of examination material.
- Behaving in such a way as to undermine the integrity of the examination.
- Failing to abide by the instructions or advice of an invigilator, supervisor or the Awarding Body in relation to the examination rules and regulations.
- Failing to abide by the conditions of supervision designed to maintain the security of the examinations.
- Disruptive behaviour in the examination room (including the use of talking/offensive language).

- Introduction of unauthorised material into the examination room e.g. notes, study guides and personal organisers, own blank paper, calculators, dictionaries (when prohibited), personal stereos, hi-tech watches, mobile phones or other similar devices.
- Obtaining, receiving, exchanging or passing on information which could be examination related (or the attempt to) by means of talking or written paper/notes.
- Personation: pretending to be someone else, arranging for another to take one's place in an examination.
- The inclusion of inappropriate, offensive or obscene material in scripts or controlled assessment.
- Copying from another candidate (including the misuse of ICT to do so).
- Collusion: working collaboratively with other candidates.
- Plagiarism: the failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own. (As detailed in Appendix 1)
- Theft of another's work.
- The deliberate destruction of another's work.
- The alteration of any results documents, including certificates.

Procedures for informing candidates of Awarding Bodies' regulations

All candidates receive a copy of the Awarding Bodies' regulations regarding controlled assessment and examinations. During the course of the examination period, three notices are displayed both in the area immediately outside the examination room (on the exam board) and on display in the examination area.

Notice 1: Warning to Candidates

This notice covers:

- Unfair and dishonest practice in the examination
- Personation
- Unauthorised material
- Communication
- Details of what would happen in the case of an infringement

Notice 2: Notice to Candidates

This notice covers:

- Regulations – make sure you know the rules
- Information – make sure you attend
- Bring what you need
- Calculators, dictionaries and computer spellcheckers
- Examination instructions

- Advice and assistance
- The end of the examination

Notice 3: Mobile Phones Prohibited

This notice warns candidates that possession of a mobile phone in the examination room will mean disqualification.

Verbal Announcements

Before the beginning of every exam, candidates are given a verbal reinforcement of the Awarding Body's regulations. In addition, candidates are given the opportunity to hand in mobile phones by being supplied with a polythene bag that is kept in the Exams Office until the end of the exam.

Procedures for investigating alleged malpractice

All cases of malpractice are reported to the Examinations Officer who will inform the Head Teacher. The Examinations Officer will obtain written statements from those concerned, whether the malpractice is by staff or candidates.

Investigation by the School into alleged malpractice by candidates

The Examinations Officer will conduct a full enquiry into the malpractice in conjunction with the Head Teacher. If malpractice is deemed to have taken place then a full written report (using Form JCGQ/M/01 where appropriate) is submitted to the Awarding Body with supporting evidence. Candidates accused of malpractice are made fully aware at the earliest opportunity of the nature of the alleged malpractice, and of the possible consequences should malpractice be proven. The parents/guardians of the candidates are also notified in writing of the alleged malpractice and of the possible consequences.

Candidates accused of malpractice must be given the opportunity to respond (preferably in writing) to allegations made via a statement form.

Candidates accused of malpractice should be made aware of the avenues for appealing should a judgement be made against him or her. Full details of an Awarding Body's appeals procedure will be sent to the candidate and parents/guardians if the judgement goes against the candidate.

The candidate and parents/guardians will be informed in writing of the outcome of the Awarding Body's decision.

Investigation by the School into alleged malpractice by members of staff

Investigations into any case of malpractice or irregularities against a member of staff must normally be carried out in the first instance by the Head Teacher of the school, in conjunction with the Awarding Body.

Investigations into alleged malpractice or irregularities against the Head Teacher must be carried out by the Chair of the School's Governing Body, or the responsible employer, and reported to the Awarding Body when completed.

Any member of staff accused of malpractice or irregularities must be made fully aware (preferably in writing) at the earliest opportunity of the nature of the alleged malpractice, and the possible consequences should malpractice be proven.

Any member of staff accused of malpractice or irregularities must have the opportunity to respond (preferably in writing) to allegations made.

Any member of staff accused of malpractice or irregularities must be made aware of the avenues for appealing should a judgement go against him or her.

When investigating serious cases or alleged staff malpractice, it may be necessary for a member of the Awarding Body staff to be present at an interview with the staff member concerned. The member of staff being interviewed may be accompanied by a friend or union representative.

In accordance with the requirements of the Code of Practice and the Arrangements for the Statutory Regulation of External Qualifications in England, Wales and Northern Ireland, a report on cases where members of staff are found to have committed malpractice, together with details of the action taken by the Head Teacher, the Governing Body or the responsible employer must be forwarded to the regulatory authorities and may be made available to other Awarding Bodies if the Awarding Body decides that the circumstances of the case are sufficiently serious to warrant such reports being made.

Reports

It is the responsibility of the Exams Officer, acting on behalf of the Awarding Body, to submit a full written report of an investigation and to provide the following where appropriate:

- A statement of the facts, a detailed account of the circumstances and details of any investigations carried out by the Centre.
- Written statement(s) from the invigilators or other staff concerned.
- Written statements from the candidate(s) concerned.
- Any mitigating factors (e.g. relevant medical reports).
- Information about the School's procedures for advising candidates of the Awarding Bodies' regulations.
- Seating plans.
- Unauthorised material found in the examination room.
- Any work of the candidate and any associated material (e.g. source material for coursework) which is relevant to the investigation.
- The form JCGQ/M/01 should be used as the basis of the report.

Appendix A:

Plagiarism

What is plagiarism and why is it important?

Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. It is very important that you give credit where it is due.

How can students avoid plagiarism?

To avoid plagiarism, you must give credit whenever you use:

- Another person's idea, opinion or theory
- Any facts, statistics, graphs, drawings – any pieces of information that are not common knowledge
- Quotations of another person's actual spoken or written words
- Paraphrase of another person's spoken or written words.

Plagiarism and the World Wide Web

The World Wide Web has become a more popular source of information for student papers, and many questions have arisen about how to avoid plagiarising these sources. In most cases, the same rules apply as to a printed source: when a writer must refer to ideas or a quote from a website, they must cite that source.

If a writer wants to use visual information from a website, many of the same rules apply. Copying visual information or graphics from a website (or from a printed source) is very similar to quoting information, and the source of the visual information or graphic must be cited. These rules also apply to other uses of textual or visual information from websites – for example, if a student is constructing a web page as a class project, and copies graphics or visual from other sites, they must also provide details about the source of this information. In this case, it might be a good idea to obtain permission from the website's owner before using the graphics.

Strategies for Avoiding Plagiarism

- Put in quotations everything that comes directly from the text, especially when taking notes.
- Paraphrase*, but make sure you are not just rearranging or replacing a few words. Read over what you want to paraphrase carefully: cover up the text with your hand, or close the text so you can't see any of it (and so aren't tempted to use the text as a 'guide'). Write out the idea in your own words without peeking.
- Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.

*Using someone else's ideas, but putting them in your own words. This is probably the skill you will use most when incorporating sources into your writing. Although you use your own words to paraphrase, you must still acknowledge the source of the information.

It is expected that teachers will cover plagiarism during their lessons. Copies of this policy document are published on the school website and are reviewed and updated every year.