



Cabot  
Learning  
Federation



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# CLF Post 16 Assessment Malpractice Process

**IMPLEMENTATION DATE:**  
January 2018

**REVIEW DATE:**  
January 2019

## History of Process Changes

Date	Page	Change	Reason for Change	Changes made by
January 2018	Whole Document	Adoption by the Cabot Learning Federation Post 16	Creation of formal process	Dan Carter, P16 Quality Nominee

**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

**In order to do this, the centre will:**

- Seek to avoid potential malpractice by using the induction period and the student handbook to inform learners of the centre'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.
- Ask learners to declare work as their own.
- Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.
- Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the **Principal/ Quality Nominee/SLT** and all personnel linked to the allegation. It will proceed through the following stages:

1. The incident will be reported to both the Quality Nominee and the Exams Officer.

2. A detailed investigation will be carried out internally.

3. Both Edexcel and JCQ will be informed of the outcome of this investigation.

- Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
- Give the individual the opportunity to respond to the allegations made.
- Inform the individual of the avenues for appealing against any judgement made.
- Document all stages of any investigation

Where malpractice is proven, this centre will apply penalties/ sanctions in line with the current Academy policies and JCQ/ Edexcel guidelines.

**Definition of malpractice by learners**

This is not exhaustive and other instances of malpractice may be considered by CLF Post 16 at its discretion:

- Plagiarism of any nature.

- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work.
- Copying (including 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.

### **Definition of malpractice by centre staff**

This list is not exhaustive and other instances of malpractice may be considered by CLF Post 16 at its discretion:

- Improper assistance to candidates.
- Inventing or changing marks for internally assessed work (Coursework or portfolio evidence) where there is insufficient evidence of the candidate's achievement to justify the marks given or assessment decisions made.
- Failure to keep candidate coursework/ portfolios of evidence secure.
- Fraudulent claims for certificates.
- Inappropriate retention of certificates.
- Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves centre staff producing work for the learner.
- Producing falsified witness statements, for example for evidence the learner has not generated.
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner assignment/task/portfolio/coursework.
- Facilitating and allowing impersonation.
- Misusing the conditions for special learner requirements, for example, where the learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment.
- Falsifying records/certificates, for example by alteration, substitution, or by fraud.
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment.

The Quality Nominee and Exams Officer will review this process every 12 months.