

GUIDELINES FOR DEALING WITH INSTANCES OF SUSPECTED MALPRACTICE IN COURSEWORK AND PORTFOLIOS

Role Responsible:	Assistant Principal (Transition and Engagement)
Written by:	Assistant Principal (Students)
Date approved:	September 2022 (updated April 2023)
Approved by:	SLT
Publication:	Google Shared Drive – Itchen Staff – Staff Policies
Review cycle:	Biennial
Next Review Date:	September 2024

The following examples are deemed '**Candidate Malpractice**' and must be dealt with:

- 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.

Malpractice in teacher-assessed components of examinations discovered **prior** to the signing of declarations of authentication need not be reported to Awarding Bodies. Centres **must not** give credit for any work submitted which is not the candidate's own work.

If malpractice is discovered by a centre, full details of the case must be submitted at the **earliest opportunity** to the Awarding Body. When dealing with alleged malpractice, Awarding Bodies will deal primarily with the Head of Centre or his/her nominated representative (usually the Examinations Officer). A full written report and supporting evidence will be required therefore it is important that **clear and accurate records are kept throughout**.

If a candidate is accused of malpractice:

- He/she should be made fully aware (preferably in writing) at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven. See below.

- He/she must be given the opportunity to respond (preferably in writing) to allegations made. Refer to the Itchen College internal appeals procedure.
- He/she should be made aware of the avenues for appealing against a judgement made by an Awarding Body should it reach that stage. Refer to Awarding Body's appeals procedures.

Sanctions and penalties applied against candidates range from, in the least serious case, a warning, through to loss of all marks gained for a piece of coursework and in the most serious case disqualification from all qualifications taken in that series. Awarding Bodies may also bar a candidate from entering for one or more examinations for a set period of time.

This policy has been updated to include the following guidance published by JCQ (2023) -

JCQ AI Use in Assessments; Protecting the Integrity of Qualifications (JCQ 2023)

<file:///file-staff/staffhomes/mjones/JCQ-AI-Use-in-Assessments-Protecting-the-Integrity-ofQualifications.pdf>

Equality impact and monitoring the policy and procedure

In monitoring the impact of this policy and procedure, the College will have due regard to its Equality and Diversity Policy and its single Equality Duty. It will consider any concerns raised or complaints received, based on student and staff data, feedback, surveys and/or professional judgement. If you have a question or a suggestion to improve the policy, please contact the Assistant Principal (Students).