



ASSESSMENT and MALPRACTICE POLICY

September 2024

Assessment and Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and/or damage of authority of those responsible for conducting the assessment certification.

This Policy relates to malpractice in any assessment and certification context and sets out the rights and responsibilities with regard to malpractice of learners and staff of St Patricks Alter Education 22 Limited and should be read in conjunction with the St Patrick's Assessment and Appeals Policy, the and the Behaviour Policy.

Policy Statement

St Patrick's does not tolerate actions (or attempted actions) of malpractice by:

- Students / Young Learners
 - Staff of St Patricks Alter Education 22 Ltd
 - Other stakeholders eg parents, spouses, staff of associated colleges and schools.
- in connection with any assessments and certification.

St Patricks will impose the Disciplinary Procedure with students or staff of St Patricks where incidents (or attempted incidents) of malpractice have been proven. Where assessment malpractice is proven awarding bodies may also impose penalties or sanctions.

Requirements for Implementation

- The young learners will be informed of St Patrick's policy on assessment malpractice and plagiarism during induction, through handouts.
- The young learners will be shown the appropriate formats to record cited texts and other materials or information including websites.
- St Patrick's staff should include assessment procedures which reduce the opportunity for malpractice including for example:
 - Periods of supervised sessions during which evidence for assessments is produced by the Young Person.
 - Altering assessment assignments/task/tools on a regular basis.

- Using oral questions with students for a single assignment/task in a single session for the complete cohort of students.
 - Ensuring access controls which prevent students from accessing and using other people's work when using networked computers.
4. The young person should be asked to declare that their work is their own when submitting assessments.
 5. Incidents of the Young Person's assessment malpractice should be reported to the Engagement Manager and the Head of Centre.
 6. Incidents of staff assessment malpractice should be reported to the Head of Centre.
 7. When a case of alleged assessment malpractice has been reported the incident should be investigated using the appropriate disciplinary procedure.

Scope of Assessment Malpractice

The following are examples of malpractice by a Learner. This list is not exhaustive and other instances of malpractice may be considered by the School at its discretion.

- Plagiarism by copying and passing off, as the student's own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work (including internet sources), thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission and without appropriately acknowledging the source.
- Collusion by working collaboratively with other students to produce work that is submitted as individual student work. Students should not be discouraged from teamwork, as this is an essential key skill for many areas.
- Impersonation by pretending to be someone else in order to produce the work for another.
- Fabrication of results or evidence.
- Failing to abide by instructions.
- Misuse of assessment, examination material.
- Introduction of unauthorised material.
- Alteration of any results document.
- Cheating to gain an unfair advantage.

The following are examples of malpractice by staff. This list is not exhaustive and other instances of malpractice may be considered by St Patrick's at its discretion.

- Failing to keep assessment mark schemes secure.
- Alteration of assessment mark scheme
- Alteration of awarding bodies assessment and grading criteria.
- Assisting students 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 staff producing work for the student.
- Producing falsified witness statements, for example for evidence the learner has not generated.

- Allowing evidence, this is known by the staff not to be the learner's own to be included in the student's assignment/task/portfolio/coursework.
- Misusing the conditions of special access arrangements.
- Failing to keep student computer files secure.
- Falsifying records/certificates.
- Fraudulent certificate claims, that is claiming for a certificate prior to the student completing all the requirements of the assessment.
- Failing to keep assessment/examination test papers secure prior to the assessment/examination/test.