



# St Ursula's Convent School

## A Humanities College and Teaching School

### ST URSULA'S MALPRACTICE POLICY 2018-19: STAFF

#### Introduction

St Ursula's will follow JCQ procedures as laid down in the JCQ Suspected Malpractice in Examinations and Assessments document for the relevant examination series.

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the assessment of internally marked qualifications, such as Non-Examination Assessments or practical work, and also regarding examinations marked externally.

#### Examples of Malpractice

Attempted or actual malpractice will not be tolerated. The following are examples of malpractice by staff with regard to **Non-Examination Assessments, Practical Work or Portfolio based qualifications**. This list is not exhaustive.

- Tampering with candidates' work prior to external moderation/verification
- Assisting candidates with the production of work outside of the awarding body guidance
- Fabricating assessment and/or internal verification records or authentication statements

The following are examples of staff malpractice with regard to **externally assessed examinations**. This list is not exhaustive.

- Assisting candidates with exam questions outside of the awarding body guidance
- Allowing candidates to talk, use a mobile phone or other banned electronic/web based equipment or leave the exam room unsupervised
- Tampering with scripts prior to external marking taking place

#### Staff Malpractice Procedure

The responsibility of the investigation of allegations is delegated by the Head of Centre to the Assistant Head Teacher with responsibility for exams who line manages the Examinations Officer (unless that person is directly connected to the department involved in the suspected malpractice, in which case another member of SLT will take on the role of investigator). He/she will ensure the initial investigation is carried out **within 10 working days**. The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. Where appropriate, the staff member concerned and any potential witnesses will be interviewed and their version of events recorded on paper.

The member of staff will be:

- Informed in writing of the allegation made against her/him
- Informed of what evidence there is to support the allegation
- Informed of the possible consequence, should malpractice be proven
- Given the opportunity to consider their response to the allegations
- Given the opportunity to submit a written assessment

- Given the opportunity to seek advice (where necessary) and to provide a supplementary statement (if required)
- Informed of the applicable appeals procedure, should a decision be made against her/him
- Informed of the possibility that information relating to a series case of malpractice will be shared with the relevant award body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or professional bodies

If work is submitted for moderation/verification or for marking, which is not the candidate's own work, the awarding body may not be able to give that candidate a result.

### **Staff Malpractice Sanctions**

When a member of staff is found guilty of malpractice, St Ursula's may impose the following sanctions:

1. Written warning: issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will apply
2. Training: require the member of staff as a condition of future involvement in both internal and external assessments to undertake specific training or mentoring within a particular period of time, including a review process at the end of the training
3. Special conditions: impose special conditions on the future involvement in assessments by the member of staff
4. Suspension: bar the member of staff from all involvement in the administration of assessments for a set period of time
5. Dismissal: should the degree of malpractice be deemed gross professional misconduct, the member of staff could face dismissal from her/his post

### **Appeals**

The member of staff may appeal against sanctions imposed on them. Appeals will be conducted in line with St Ursula's Disciplinary Policy (Appeals).