



EXCELLENCE • LEARNING • LEADERSHIP

**ST JOHN'S**  
SCHOOL



**Ministry**  
**of Defence**

**ST. JOHN'S SCHOOL**

Centre No: 74089

**Assessment Malpractice and  
Maladministration Policy**

Academic Year 2022-23

## **Assessment Malpractice and Maladministration Policy Context**

Malpractice refers to any deliberate act or practice which compromises, or threatens to compromise the process and integrity of assessment, and as a result the validity of the result or certificate awarded.

Assessment processes and outcomes can also be put at risk through maladministration; whilst malpractice is a deliberate act, maladministration may be accidental or a result of incompetence or a simple mistake.

The purpose of this policy is to reduce the risk of malpractice and/or maladministration by:

- increasing awareness and understanding of the actions that constitute malpractice and/or maladministration by students, teachers, trainers, and other staff
- to reduce risk of breach of regulations through ignorance;
- to aid detection of any irregularities;
- explaining how students and staff will be made aware of this policy;
- identifying strategies to be employed to minimize risk of student malpractice;
- describing how instances of alleged malpractice will be dealt with.

St. John's School will not tolerate actions (or attempted actions) of malpractice by staff or students. The School is committed to investigating all cases of suspected malpractice. Where cases of suspected malpractice are proven, the School is fully committed to take appropriate action, including applying punitive measures and reporting suspected malpractice in order to maintain the integrity of assessment and certification.

All staff have a professional duty to ensure that they uphold this policy. Whilst the policy sets out general principles in addition staff must also ensure that they abide by the specific assessment requirements for each course as laid down by the awarding organisation for each subject specification.

### **Examples of Staff Malpractice**

This list below is not exhaustive and the School at its discretion may consider other instances of malpractice. A more comprehensive list including examples of maladministration is provided in the Appendix of this policy.

- Improper assistance to candidates;
- Inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made;
- Failure to keep candidate coursework/portfolios of evidence secure;
- 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 producing work for the student;
- Producing falsified witness statements, for example for evidence the student has not generated;
- Allowing evidence to be included for assessment which is known by the staff member not to be the student's own;
- Facilitating and allowing impersonation;
- Misusing the conditions for special student requirements;
- Falsifying records/certificates, for example by alteration, substitution, or by fraud;
- Fraudulent certificate claims, that is claiming for a certificate prior to the student completing all the requirements of assessment;

### **Examples of Student Malpractice**

This list below is not exhaustive and the School at its discretion may consider other instances of malpractice.

- A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- Failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- Collusion: working collaboratively with other candidates, beyond what is permitted;

- Copying from another candidate (including the use of ICT to aid the copying);
- Allowing work to be copied e.g. posting written coursework on social networking sites prior to an examination/assessment;
- Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication;
- Making a false declaration of authenticity in relation to the authorship of NEA, coursework or the contents of a portfolio;
- Allowing others to assist in the production of NEA, coursework or assisting others in the production of NEA or coursework;
- Bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);
- The inclusion of inappropriate, offensive or obscene material in scripts, NEA, coursework or portfolios;
- Impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
- Plagiarism: unacknowledged copying from published sources or incomplete referencing;
- Bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators, dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries, reading pens, translators, wordlists, glossaries, iPods, mobile phones, MP3 players, pagers or other similar electronic devices;
- Behaving in a manner so as to undermine the integrity of the examination.

## **Actions to Implement the Policy**

### **Informing Students**

The School will communicate the Student Assessment Malpractice Policy to students through the following means:

- "Information for Students" (JCQ Document available on the school website)
- Teachers have responsibility for ensuring that students are made aware of this policy before undertaking any assessed work which has the potential to contribute to the awarding of a qualification.
- In addition, information for candidates relating to written examinations, onscreen tests, NEA and coursework will be made available via the school website, teachers and the Exams Officer.

## **Procedure for dealing with allegations of malpractice**

### **1. Reporting suspected malpractice**

#### **a. Within School**

School staff has a responsibility for reporting any suspected incidences of staff or student malpractice through the appropriate channels. Students will be made aware of the procedure for reporting any allegations of suspected malpractice via the Student Assessment Malpractice Policy.

In addition, allegations of suspected malpractice may be made by external moderators, verifiers, examiners and reported to the School via the awarding organisation.

#### **Allegations made by school staff:**

- Allegations of suspected staff / student malpractice to be made to the relevant School Head;

### **Allegations made by students:**

School staff has a responsibility to ensure that any allegations made to them in their professional capacity are taken seriously and reported through the correct channels:

- Allegations of suspected staff malpractice and/or student malpractice to be reported to the School Head;

The School will consider allegations that are made verbally but will request in all cases that allegations are put in writing with any supporting evidence that is available.

### **b. To Awarding Organisations**

The School accepts the responsibility to report any suspicion of student or staff assessment malpractice to the appropriate awarding organisation. The only exception to this relates to assessment malpractice in coursework or controlled assessment which is discovered prior to the student signing the declaration of authentication. In these cases, the incident need not be reported to awarding bodies, but will be dealt with in accordance with the School's disciplinary / student management procedures. Any work which is not the students own will not be given credit; in addition, a note will be added to the cover sheet to detail any assistance that has been given.

In all other instances of suspected malpractice, the school will submit the fullest details of the case at the earliest opportunity to the relevant awarding body as per Joint Council of Qualification regulations.

## **2. Investigation of suspected malpractice**

If assessment malpractice is suspected by **school staff** there will be a process of investigation, usually commissioned by the Head of School, to establish the full facts and circumstances of any allegations or evidence.

The person responsible for coordinating the investigation will depend on the qualification being investigated. 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 him or her
- informed what evidence there is to support the allegation
- informed of the possible consequences, should malpractice be proven
- given the opportunity to consider their response to the allegations
- given the opportunity to submit a written statement
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)
- informed of the applicable appeals procedure, should a decision be made against him/her
- informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or professional bodies.

### **Possible Actions Taken by the School**

In cases where it is believed, following an investigation and hearing, that there is clear evidence of malpractice, St. John's School 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 be applied

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 in 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 his/her post

There will be a right of appeal against any formal disciplinary warning or dismissal.

Incidences of **student assessment malpractice** will be investigated in a similar manner by the relevant School Head. As with staff malpractice potential conflicts of interest will be avoided by nomination of an investigating officer who is external to the management of the student and/or particular curriculum area.

Investigations will proceed through the following stages:

- The student will be informed about the issues, possible consequences and right of appeal;
- Collection of evidence related to the alleged malpractice;
- The review of evidence and production of a report;
- A formal meeting between the School Head and the student against whom an allegation has been made.

### **Possible Actions Taken by the School**

- In cases where it is believed that there is clear evidence of malpractice:
- The appropriate awarding body will be informed by the school of the allegation of malpractice and they will be given the supporting evidence;
- The School will take internal disciplinary action in line with school student management policy and procedures. This action will be commensurate with the seriousness of the malpractice.