



Pontypridd High School

Exams Malpractice, Maladministration and Plagiarism Policy

'Learning and achieving together'
'Dysgu a chyflawni gyda'n gilydd'

Exams Malpractice, Maladministration and Plagiarism Policy

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| Date of policy: | September 2023 |
| Adopted: | School Improvement Committee Meeting, 16 th November 2023 |
| To be reviewed: | Autumn 2026 |
| Member of staff responsible: | Examinations Officer |
| Committee Responsible: | School Improvement Committee |

Introduction

Pontypridd High School is required to have in place a policy that addresses any issues regarding malpractice and maladministration including any issues regarding the authenticity of work submitted by a pupil for assessment. This policy applies to all staff and pupils at the school.

The School has an obligation to its pupils, employers and awarding bodies to ensure that the qualifications its pupils receive are a fair and accurate representation of their work, and of the knowledge and skills attained. If a pupil passes an assessment, or gains a qualification, by unfair means then this is unfair to those who have achieved the same qualification fairly. For these reasons the school will undertake all appropriate measures to ensure that pupil work is in fact their own, and that plagiarism, cheating or other forms of malpractice have not taken place.

The School will also ensure that appropriate action is undertaken where malpractice or maladministration has taken place. This policy will be reviewed annually and revised as necessary in response to Joint Council for Qualifications (JCQ) guidance, awarding bodies' requirements, changes in legislation, or trends identified from previous instances of assessment malpractice or maladministration.

Purpose and Aims of the Policy

The purpose of this policy is to provide guidance to staff and any other relevant individuals on handling possible malpractice or maladministration that may arise as a result of their roles as teachers, invigilators, and assessment/exam-related administrators. The policy is designed to protect the integrity of our qualifications and the assessment process. It applies to all staff or other individuals whenever they interact or potentially interact with any of the school assessment/exam related functions. The policy is also designed to protect our staff by providing guidance on handling possible malpractice or maladministration that may arise as a result of the school's role in delivering courses.

The aims of the policy are to:

- identify and minimise the risk of malpractice by pupils
- identify and minimise the risk of malpractice and maladministration by staff

- respond to any incident of alleged malpractice or maladministration promptly and objectively
- standardise and record any investigation of malpractice or maladministration to ensure openness and fairness
- prevent such issues from reoccurring through taking actions where malpractice or maladministration has occurred

Scope of Policy

This policy applies to staff, pupils and other individuals who interact or potentially interact with the assessment related work/examinations of the school. This includes individuals involved with all aspects of devising, setting, marking, administering, invigilating, internally quality assuring or any other activity connected with the assessment of candidates and associated supporting resources and services.

The individuals falling within the scope of this policy include all staff employed by the school on a full-time, part-time, or casual basis.

Definition of “Malpractice”

The Joint Council for Qualifications defines ‘Malpractice’, which includes maladministration and non-compliance, as “any act, default or practice which is a breach of the Regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate and/or
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

Preventing Malpractice

The school aims to prevent malpractice by pupils through:

- Seeking to avoid potential malpractice by informing parents and pupils of the School’s policy on malpractice and the penalties for attempted and actual incidents of malpractice
- Ensuring staff who carry out assessments inform pupils of the appropriate formats to record texts and other materials or information sources prior to production of their Non- examined assessments or coursework
- Asking pupils to declare that their work is their own
- Asking pupils to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used
- Conduct a thorough investigation into the nature of the malpractice allegation. Such an investigation will be undertaken under the school’s policy.

Responsibilities

Heads of Faculty are responsible for ensuring that all new staff in their department are aware of, and understand, the Malpractice and Maladministration Policy. Any day-to-day concerns identified by an individual should be raised with their Head of Faculty.

The Exams Office will ensure that all JCQ requirements are adhered to and will maintain appropriate records accordingly.

All parents and pupils will annually receive a copy of the relevant JCQ documentation with regards to this. They will be expected to read and understand the regulations.

The Exams Officer will proceed through the following stages

- 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 routes for appealing against any judgment made
- Document all stages of any investigation.

Where malpractice is proven, the school will apply penalties/sanctions appropriate to the nature of the malpractice or maladministration under review and the relevant awarding body will be informed in line with the JCQ's Suspected Malpractice in Examinations and Assessments Policies and Procedures

Definitions of Malpractice by Pupils

This list is not exhaustive and other instances of malpractice may be considered by the school at its discretion:

- Cheating in an exam
- Plagiarism of any nature
- Collusion by working collaboratively with other pupils to produce work that is submitted as individual learner work;
- Copying (including the 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.

Cheating

Cheating is an attempt to deceive assessors or examiners. It includes but is not restricted to, situations when the pupil is in an examination situation and:

- Communicates or attempts to communicate with a fellow candidate or individual who is not the invigilator or a member of staff
- Copies or attempts to copy from a fellow candidate

- Attempts to introduce or consult during an examination any unauthorised printed or written material, or electronic, calculation or information storage devices, including mobile phones.
- Impersonates another or allows him or herself to be impersonated.

Cheating is considered to be gross misconduct by the school and will be treated as such.

The penalties that could be imposed include down grading the result and specific disciplinary measure. In addition the relevant awarding body will be informed in line with the JCQ's

Suspected Malpractice in Examinations and Assessments Policies and Procedures.

Plagiarism

Plagiarism is the theft or use of someone else's work without proper acknowledgement, presenting the material as if it were one's own. Plagiarism is a serious academic offence and consequences are severe. Where there is doubt over the authenticity of work, an opportunity will be given to demonstrate that it is genuinely that of the learner claiming credit.

Guidelines on Plagiarism – for pupils

Unacknowledged direct copying from the work of another person, or the close paraphrasing of somebody else's work, is plagiarism. This applies to copying both from other pupils 'work, the work of staff and from published sources such as books, reports or journal articles.

Plagiarised material may originate from any source. It is as serious to use material from the

World Wide Web, electronic encyclopaedia or literature archive as it is to use material from

a printed source if it is not properly acknowledged.

Use of quotations or data from the work of others is entirely acceptable, and is often very valuable provided that the source of the quotation or data is given. Failure to provide a source or put quotation marks around material taken from elsewhere gives the appearance that the comments are a learner's own work. When quoting word-for-word from the work of another person quotation marks or indenting (setting the quotation in from the margin) must be used and the source of the quoted material must be acknowledged.

Paraphrasing, when the original statement is still identifiable and has no acknowledgement, this is plagiarism. Taking a piece of text, from whatever source, and substituting words or phrases with other words or phrases is plagiarism. Any paraphrase of another person's work must have an acknowledgement to the source. It is not acceptable to put together unacknowledged passages from the same or from different sources linking these together with a few words or sentences of your own and changing a few words from the original text: this is regarded as over-dependence on other sources, which is a form of plagiarism.

Direct quotations from an earlier piece of the pupil's own work, if unattributed, suggests that the work is original, when in fact it is not. The direct copying of one's own writings qualifies as plagiarism if the fact that the work has been or is to be presented elsewhere is not acknowledged.

Source of quotations used should be listed in full either as a footnote or in a bibliography at the end of the piece of work and in a style required by the pupil's curriculum area.

Coursework/NEA (including assignments, essays, skills assessments and management reports) must be the pupil's own work unless in the case of group projects a joint effort is expected and is indicated as such. Pupils must acknowledge assistance given from fellow pupils, staff and work-based mentors to avoid suspicion of plagiarism.

Major plagiarism is a serious offence and in deciding upon the penalty, the school will take into account factors such as the stage of the study, the extent and proportion of the work that has been plagiarised and the apparent intent of the pupil. The penalties that will be imposed include zero marks for the work (with or without allowing resubmission), the down grading of a result and reporting to the awarding body.

It is important to distinguish between minor plagiarism and those cases in which the plagiarism is major. Staff assessing pupils' work will use their own professional judgement to decide when an instance of plagiarism is significant, i.e. when action needs to be taken over the case. The unattributed use of several words or a single sentence would not normally require significant action (other than appropriate staff advice).

Minor Plagiarism

Plagiarism that is minor includes the unattributed use of a few sentences, or a short paragraph.

Cases of minor plagiarism will normally be handled within the faculty area and should be treated in a way which first of all provides clear guidance to pupils over what they have done; pupils should receive instructions from their teacher (or other members of the department) about plagiarism: that it amounts to cheating; and is regarded by the school as very serious. The teacher should explain to the pupil the necessity of properly acknowledging and referencing the work of others and should provide appropriate examples.

Incidents of minor plagiarism must be noted and the Standards Manager for the year group should be informed.

Major Plagiarism

All cases not covered by the definition above are deemed to be major:

- Extensive copying or plagiarism committed by pupils

- Plagiarism which is the pupils' second (or subsequent) offence of minor plagiarism
- Cases of such seriousness or such blatancy committed by pupils that to deal with them within the department would be inappropriate;
- Any case, regardless of extent, where it is inappropriate to deal with it within a department

Major Plagiarism is considered to be gross misconduct and will be treated as such. The penalties that will be imposed range from awarding a zero mark for the work (with or without allowing resubmission), down grading the result, reporting to the awarding body.

It is the teacher's responsibility to identify and report Cheating and Major Plagiarism to both the Head of Faculty and the Standards Manager. Any uncertainties should also be recorded. A written report must be submitted which clearly states the outline of the assignment, how it was presented to the pupils, and the areas where the pupils were considered to have cheated or that were considered to be plagiarised.

Malpractice and Maladministration by School Staff

Examples of staff malpractice and maladministration.

This list is not exhaustive and other instances of malpractice and maladministration may be considered by the school at its discretion:

- Improper assistance to candidates prior to or during examination or assessment
- 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
- Fraudulent claims for certificates
- Inappropriate retention of certificates
- Assisting pupils 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 school 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's assignment/task/portfolio/coursework/NEA
- Facilitating and allowing impersonation
- Misusing the conditions for special learner requirements, for example where pupils are permitted support 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 application or administration of recognition of prior learning
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment.

Actions arising from malpractice or maladministration

Any suspected instances of staff malpractice or maladministration should be reported immediately to the Deputy Head and the relevant Head of Faculty.

Once reported any suspected malpractice or maladministration will be reviewed in line with school procedures and awarding body guidelines. This may result in referrals regarding to suspected malpractice prior to any investigation where this is required by the awarding body.

Any allegations of staff malpractice or maladministration will be dealt with in accordance with the school's Staff Disciplinary Procedures.

The Deputy Head will record any actions arising from incidents of alleged malpractice or maladministration and pass these onto relevant staff to help prevent such issues from reoccurring. Relevant third parties (e.g. awarding bodies) will be informed of findings in line with the nature of the incident and individual funding or awarding body requirements.

Related policies, procedures and guidelines

The following documents should be read in conjunction with this policy

JCQ Suspected Malpractice Regulations

JCQ General Regulations

Exams Contingency Plan

Exams NEA/Controlled Assessments Policy

Exams Access Arrangements Policy

Exams Internal Appeals Policy

Exams Policy for Appeals against Internal GCE/GCSE Non-exam assessment

Exams Whistleblowing Policy

Exams Conflict of Interest Policy