



DYFFRYN SCHOOL MALPRACTICE POLICY



The school expects the highest standards from the staff and students. These are expressed in expectations and policies of the school. Staff and students are made aware of the appropriate behaviour and conduct in examinations and coursework. In addition, all staff with a role in delivering, invigilating or administering qualifications are made fully aware of their responsibilities and have received the appropriate training required to fulfil their role.

Malpractice is any illegal or unethical activity of practice that deliberately breaches regulations, or might compromise quality assurance or control, or undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification, or could otherwise compromise the reputation of Dyffryn School or the awarding body.

Malpractice may involve:

- Candidates
 - Plagiarism;
 - Copying from another candidate or allowing work to be copied;
 - Assuming the identity of another person for the purposes of assessment; or
 - Providing false information in relation to exemption form assessment.
- Centre Staff
 - Contravention of or continued failure to meet centre approval from any awarding body;
 - Providing improper assistance to candidates;
 - Allowing evidence which is known by the staff member not to be the candidate's own work to be included; or
 - Making claims for certification prior to the candidate completing all the requirements of the assessment.

Staff and students are made aware of the consequences of malpractice and this policy is available to view via the school website.

- Staff are inducted into course and examination procedures.
- Students receive information on conduct of coursework and examinations.
- Teaching staff and invigilators monitor the work produced by students and the conduct of students in coursework, assessments and examinations.
- Teachers or invigilators who suspect, or identify, malpractice record the circumstances and evidence.
- The Senior Leadership Team will investigate the alleged malpractice and take appropriate action.
- In the case of actual malpractice the student or member of staff is informed of the consequences.

- In the case of student malpractice, the parent(s) and/or guardian(s) are informed of malpractice, the actions taken and the consequences that arise.
- The examination body is informed of malpractice and action taken.
- Notes and evidence are supplied to the examination board as requested.

Signed: Julia Voisey (Examinations Officer)

Date: 27th October 2017

Review October 2018