



**Edmonton County School**  
*Educating our Community for Success*

# Edmonton County School

## Malpractice and Maladministration Policy 2017-2018

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Edmonton County School is part of Edmonton Academy Trust, a charitable company limited by guarantee and registered in England and Wales with company number 10311383. The registered office is at Great Cambridge Road, Enfield, Middlesex, EN1 1HQ.

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# Edmonton County School – Malpractice Policy

This policy and procedure applies to all internal assessments and internal and external examinations. Where awarding bodies have their own published procedures these will take precedence over the school policy.

## Definition of Malpractice

Malpractice is essentially any activity or practice which deliberately contravenes regulations and compromises the integrity of the internal or external assessment process and/or the validity of certificates. It covers any deliberate actions, neglect, default or other practice that compromises, or could compromise:

- the assessment process
- the integrity of a regulated qualification the validity of a result or certificate
- the reputation and credibility of BCS
- the qualification or the wider qualifications community

Malpractice may include a range of issues from the failure to maintain appropriate records or systems to the deliberate falsification of records in order to claim certificates.

For the purpose of this policy this term also covers misconduct and forms of unnecessary discrimination or bias towards certain or groups of learners.

## Examples of Malpractice

- School staff malpractice: Any deliberate action by a member of staff that has the potential to undermine the integrity of the assessment process. The following are examples of malpractice by staff; this list is not exhaustive and other examples of malpractice may be considered by the school at its discretion:
  - Improper assistance to candidates.
  - Inventing or changing marks for internally assessed work (course work or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made.
  - Fraudulent submissions that could lead to false claims for certificates.
  - Inappropriate retention of certificates.
  - Producing falsified witness statements, for example for evidence the student has not generated.
  - Allowing evidence, which is known by the staff member not to be the student's own, to be included in a student's assignment/task/portfolio/coursework.
  - Facilitating and allowing impersonation.
  - Misusing the conditions for special learner requirements, for example where students are permitted support, such as amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment.
  - Failing to keep assessment/examination/test papers secure prior to the assessment/ examination test.
  - Falsifying records/certificates. For example by alteration, substitution, or by fraud.

- Student malpractice: Any action by the student that has the potential to undermine the integrity and validity of the assessment of the student's work. The following are examples of malpractice by students; this list is not exhaustive and other instances of malpractice may be considered by the school at its discretion:
  - Plagiarism of any nature; in which case reference should be made to the Plagiarism Statement.
  - Collusion by working collaboratively with other students to produce work that is submitted as individual student 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.

### **Procedures used to deal with the above**

- Where the school discovers or suspects an individual, or individuals, of malpractice it will conduct an investigation in a form commensurate with the nature of the malpractice allegation.
- Such an investigation will be initially undertaken by the Headteacher or designated member of staff, who will interview all personnel linked to the allegation.
- The school will make the individual(s) aware (preferably in writing) at the earliest opportunity of the nature of the alleged malpractice and of possible consequences should malpractice be proven.
- The investigation will proceed through the following stages:
  - Preliminary investigation into the allegation to determine whether a full investigation is necessary. If the allegation appears to have substance, then all assessments by this member of staff should be halted until the investigation is complete.
  - Should it be determined that a full investigation is necessary it shall be conducted by an Independent Investigation Officer appointed by the Headteacher.
- During the investigation the school will give the individual the opportunity to respond to the allegations made.
- All stages of the investigation shall be documented by the person leading the investigation.
- The individual will be informed of the avenues for appealing against any judgments made.
- The Investigation Officer shall produce a report of their findings for the attention of the Head teacher.
- For cases of staff malpractice, the Headteacher will decide whether to invoke the Staff Disciplinary Procedure.
- For cases of student assessment malpractice, reference should be made to the Examinations Policy and Plagiarism Statement.
- Where a teacher indicates that the student assessment is suspect or flawed, then the relevant policy/statement should be consulted for appropriate penalties.

### **Monitoring and Evaluation**

- Internal monitoring/verification of assessment activity within each department will include malpractice checks.

- Evidence of both assessment and internal verification/moderation must be available for auditing.