

Title of Policy: Student Assessment Malpractice and Maladministration Policy

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Policy Statement

The policy acts as a guide to the principles applied to student assessment malpractice/maladministration and the processes applied when it is suspected

Purpose

1.1 To promote best practice in the sector with regards to submission of work by learners

1.2 To provide a framework, which is to be used in conjunction with specific policies of exam boards and validation bodies

1.3 To safeguard that assessment carried out at Barnet and Southgate College is a fair and accurate representation of their work, and of the knowledge and skills attained.

Student Assessment Malpractice and Maladministration Policy

Definition of Student malpractice

'Student malpractice' means malpractice by a student in the course of any examination or assessment, including the preparation and authentication of any controlled assessments or coursework, the presentation

of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Definition of Malpractice

Assessment Malpractice means any act or neglect or default which threatens the integrity of public examinations and certification, and which damages the authority of those responsible for conducting them. This includes attempting or planning malpractice even if it is unsuccessful.

'Malpractice', which includes maladministration and non-compliance, means any act, default or practice which is a breach of the AO 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.
- damages the authority, reputation or credibility of any Awarding Organisation (AO) or the College or any officer, employee or agent of any Awarding Organisation or the College.
- failure by the College to notify, investigate and report to Awarding Organisation allegations of suspected malpractice constitutes malpractice.

Failure to take action as required by an Awarding Organisation or to co-operate with an Awarding Organisation's investigation constitutes malpractice.

Barnet and Southgate College abides by the assessment procedures of all the awarding bodies. Guidance for dealing with Assessment Malpractice can be found on the Joint Council for Qualifications web site. <https://www.jcq.org.uk/exams-office/malpractice>

Responsibilities of the College Examiners, moderators and verifiers, members of staff or students who suspect malpractice must report this immediately to the Head of Teaching Learning and Quality Improvement or Quality Manager who will inform the Principal as and when necessary.

The following are some examples of malpractice taken from Edexcel's Assessment Malpractice document:

- Plagiarism of any nature, by copying and passing off, as the students own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work, thoughts, inventions, and/or discoveries.
- Collusion by working collaboratively with other students to produce work that is submitted as individual work. The exam board encourages teamwork, but there should be a written record of how the work was allocated and completed.
- Impersonation by pretending to be someone else in order to produce the work for another student or arranging for somebody else to take one's place in an assessment/examination/test.
- Fabrication of results and /or evidence.
- Failing to abide by the instructions or advice of an assessor, supervisor, invigilator or the examination regulations in relation to the assessment/examination/test rules, regulations and security.
- Misuse of assessment/examination material.
- Introduction of unauthorised material contra to the requirements of supervised assessment/examination/test conditions, for example: notes, study guides, personal organisers, calculators, and dictionaries without permission, personal stereos, mobile phones or other similar electronic devices.
- Obtaining, receiving, exchanging or passing on information which could be assessment/examination/test related (or the attempt to) by means of talking or notes during supervised assessment/examination/test conditions.
- Behaving in such a way as to undermine the integrity of the assessment/examination/test
- The alteration of any results document including certificates.

- Cheating to gain unfair advantage.

Assessment Malpractice will be dealt with through Barnet Southgate College's Positive Behaviour Policy. The student will be informed in writing at the earliest opportunity of the nature of the alleged malpractice and the possible consequences should the malpractice be proven. A thorough investigation will be carried out by the Curriculum Manager/Quality Department and the parties involved will be asked to provide written statements. For written examinations the invigilators will also be asked to provide written statements. Examination board forms (JCQ/M1) will be used as a basis for this process.

Awarding Organisations will be contacted in the event of suspected malpractice or maladministration, in accordance with each Awarding Organisation's requirements.

A thorough investigation will be carried out by the Quality Department and the parties involved will be asked to provide written statements. Examination board forms (JCQ/M1) will be used as a basis for this process. Awarding Organisations will be contacted in the event of suspected malpractice or maladministration, in accordance with each Awarding Organisation's requirements.

Investigations

It is understood that in certain cases, awarding organisations may wish to allocate their own staff to join or lead an investigation.

Investigations will adhere to the following principles:

Confidentiality - by their very nature investigations usually necessitate access to information that is confidential to a Centre or individuals. All material collected as part of an investigation must be kept secure and not normally disclosed to any third parties (other than the regulators or the police, where appropriate).

Impartiality - investigations will be undertaken by a senior manager and assessed against the specific facts/evidence of the case in arriving at a decision about intention and culpability.

Rights of the accused individuals

When, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, the individual accused of malpractice must:

- be informed of the allegation made against them.
- be advised that a copy of the JCQ publication Suspected Malpractice in Examinations and assessments: Policies and Procedures can be found on the JCQ website <http://www.jcq.org.uk/exams-office/malpractice> .
- know what evidence there is to support that allegation.
- know the possible consequences should malpractice be proven.
- have the opportunity to consider their response to the allegations (if required).
- have an opportunity to submit a written statement.
- be informed that they will have the opportunity to read the submission and make an additional statement in response, should the case be put to the Malpractice Committee of the relevant AO.
- have an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required).
- be informed of the applicable appeals procedure, should a decision be made against him or her.
- be informed of the possibility that information relating to a serious case of malpractice may be shared with other Awarding Organisations, the regulators, the Police and/or professional organisations including the Teaching Agency as appropriate.

Candidate Interviews - where a candidate is to be interviewed and they are a minor or vulnerable adult, the College should consider the need to have a parent or representative present or to have the permission of a parent prior to the interview taking place.

Retention and storage of evidence and records – all relevant documents and evidence should be retained in line with awarding organisation and College stated policy and procedures.

Decisions and action plans - all conclusions and decisions should be based on evidence. A course of proposed action should be identified, agreed between the College and awarding organisation, implemented and monitored to the point of completion. The actions should address the improvements that are required to the centre's policies and procedures as well as any action that is related to staff or other resources. Once the investigation is complete and all conclusions/actions agreed this will be communicated to all parties within 5 working days.

Full details of the Awarding Organisation's appeals procedures will be sent to the Principal if the College is involved in an appeal or AO investigation.

HE student Please refer to the Academic Misconduct (HE) Procedure.