



BTEC ACADEMY MALPRACTICE POLICY

Date for Renewal/Updates/Review	December 2022
Named Person Responsible for Monitoring	Deputy Headteacher - Teaching and Learning
Agreed by Governing Body	December 2021

Guidance:

[Pearson Guidance and Administration - Malpractice and Plagiarism](#)

[Pearson Plagiarism Factsheet](#)

Aims:

- To identify and minimise the risk of malpractice by staff or learners.
- To respond to any incident of alleged malpractice promptly and objectively.
- To standardise and record any investigation of malpractice to ensure openness and fairness.
- To impose appropriate penalties/sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven.
- To protect the integrity of Sir William Ramsay School (SWRS) and BTEC Qualifications.

In Order To Do This Sir William Ramsay School Will:

- Seek to avoid potential malpractice by informing learners of 'Academy Policies' and sanctions for malpractice during induction.
- Teach learners how to correctly reference their work.
- Use declaration forms for learners to declare that their work is their own.
- Check for referencing in work.
- Investigate all forms of malpractice by staff or students using a staged approach where:
 - The individual is made fully aware of the nature of the alleged malpractice at the earliest opportunity.
 - Individuals are given the opportunity to respond to the allegations.
 - Penalties are imposed once malpractice is proven.

Definition of Misadministration/Malpractice

'Academy Malpractice' relates to the conduct of the assessments and/or the processing of students work, mark sheets, cumulative assessment records, certificate claim forms, etc.

Examples of Academy Malpractice:

- Failing to dispatch/provide student's coursework to the Standards Verifier (SV)/Lead Internal Verifier (LIV) for Quality, Monitoring and Review (QMR) or Confirmation Sampling.
- Failing to follow the rules regarding 'BTEC Assessment Methodology' and IV of student work.
- The inappropriate retention of certificates.
- Failing to retain students' coursework in secure conditions after the 'Authentication Statements' have been signed.
- Failing to report an instance of suspected malpractice in assignments to the awarding body as soon as possible after such an instance occurs or is discovered.
- Failing to conduct a thorough investigation into suspected assessment malpractice when asked to do so by an awarding body.

Examples of Student Malpractice:

- 'Plagiarism' – copying another student's work or not referencing information sources used to complete work.
- Refusal to sign authentication documents or falsely declaring authenticity of coursework.
- Collusion with others to produce work submitted as their own.
- Deliberate destruction of another student's work.
- Impersonation of another student.
- Fabrication of results.

Investigations resulting from allegations of malpractice will be investigated by the Head and Quality Nominee. Any Academy Staff suspected of malpractice will be informed of their responsibilities and rights in the first instance.

Links:

Please [click here](#) to read Pearson's policy on dealing with Assessment Malpractice and Maladministration relating to BTEC programmes

Please [click here](#) to read Pearson's Plagiarism Factsheet.