



STAFF MALPRACTICE POLICY

December 2022

Responsibility	Head Teacher
Date of next review by	December 2024

Signed.....
Head Teacher

Signed.....
Examinations Officer

Date: 30/11/22.....

Date: 30/11/22.....

INTRODUCTION

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the assessment of internally marked qualifications and controlled assessments and also regarding examinations invigilated by staff at the school and marked externally.

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by staff with regards to portfolio-based qualifications. This list is not exhaustive:

- Tampering with candidates work prior to external moderation/verification
- Assisting candidates with the production of work outside of the awarding body guidance
- Fabricating assessment and/or internal verification records or authentication statements

The following are examples of malpractice by staff with regard to examinations and controlled assessments:

- Assisting candidates with exam questions outside of the awarding body guidance
- Allowing candidates to talk, disturb others, use a mobile phone, leave the exam room unsupervised or submit work or sit an exam for another candidate.
- Tampering with scripts prior to external marking taking place.

This policy should be read in conjunction with the Guidance for Academies Disciplinary Procedure 2019.

STAFF MALPRACTICE PROCEDURE

Investigations into allegations will be co-ordinated by Mr Simon Stevenson, Headteacher and The Exams Officer and Accreditation Manager, who will ensure the initial investigation is carried out within ten working days. The person responsible for coordinating the investigation will depend on the qualification being investigated. The investigation will be run in accordance with Awarding Bodies and JCQ regulations and notification will be made to the relevant awarding body if malpractice or maladministration is alleged or suspected by a candidate or member of staff. The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. Where appropriate, the staff member concerned and any potential witnesses will be interviewed and their version of events recorded on paper.

The member of staff will be:

- informed in writing of the allegation made against him or her
- informed what evidence there is to support the allegation
- informed of the possible consequences, should malpractice be proven
- given the opportunity to consider their response to the allegations
- given the opportunity to submit a written statement
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)

- Given the opportunity to be supported in any investigation meetings and formal hearings from a colleague or Union representative.
- informed of the applicable appeals procedure, should a decision be made against him/her
- informed of the possibility that information relating to a serious case of malpractice/maladministration will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or professional bodies including the General Teaching Council (GTC).

If work is submitted for moderation/verification or for marking which is not the candidate's own work, the awarding body may not be able to give that candidate a result.

STAFF MALPRACTICE SANCTIONS

Where a member of staff is found guilty of malpractice, The Aspire Academy may impose the following sanctions:

- 1) **Written warning and Management Guidance:** Issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied
- 2) **Training:** Require the member of staff, as a condition of future involvement in both internal and external assessments to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training
- 3) **Special conditions:** Impose special conditions on the future involvement in assessments by the member of staff
- 4) **Suspension:** Bar the member of staff in all involvement in the administration of assessments for a set period of time
- 5) **Dismissal:** Should the degree of malpractice be deemed gross professional misconduct, the member of staff could face dismissal from his/her post

APPEALS

The member of staff may appeal against sanctions imposed on them. Appeals will be conducted in line with The Aspire Academy's Appeals Policy.

RELATED DOCUMENTS AND POLICIES:

JCQ Suspected Malpractice in Examinations and Assessments

Examinations and Appeals Policy

Complaints Policy

This policy should be read in conjunction with the Guidance for Academies Disciplinary Procedure 2019.

