Staff Malpractice Policy (Vocational)

Policy Code:	VO9
Policy Start Date:	December 2016
Policy Review Date:	September 2019

Please read this policy in conjunction with the policies listed below:

- TL8 BTEC Procedures Policy
- TL9 Policy for the Conduct and Administration of Exams
- HR12 Staff Disciplinary Policy

1. Aims and Objectives of the Policy

1.1 Aims

The Priory Federation of Academies Trust (The Trust) is committed to ensuring that standards of assessment are consistent, transparent and in line with the requirements of our awarding bodies.

1.2 Objectives

     a) To identify the risk of malpractice by staff
     b) To respond to any incident of alleged malpractice promptly and objectively
     c) To standardise and record any investigation of malpractice to ensure openness and fairness

2. Range and Scope of The Policy.

The policy covers all vocationally related courses (including BTEC, City and Guilds, NVQ, Gateway, Cache and Apprenticeships) offered within the Trust but may well apply to other assignment-based courses, should they become a part of the curriculum in future.

3. Definition of Malpractice

Malpractice consists of those acts which undermine the integrity and validity of assessment and the certification of qualifications; and/or damage the authority of those responsible for conducting the assessment and certification

3.1 Examples of malpractice by Academy staff

The list below is not an exhaustive or definitive list.

     a) Assisting learners in the production of work for assessment where the support has the potential to influence the outcomes of assessment, for example where the assistance involves Academy staff producing work for the learner.
     b) Producing falsified witness statements, for example for evidence the learner has not generated.
     c) Allowing evidence, which is known by the staff member not to be the learner's work, to be included in a learner's portfolio/assignment.
     d) Misusing the conditions for special learner requirements, for example where learners are permitted support such as an amanuensis. Support is only permissible up to the point

where such support has the potential to influence the outcome of the assessment.

e) Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment.

f) Failure to keep any awarding body mark schemes secure.

g) Alteration of awarding body assessment and grading criteria.

h) Failure to assess learners' work within an the required timescale.

i) Facilitating or allowing impersonation.

j) Falsifying records/certificates, for example by alteration or substitution; or by fraud.

4. Investigating Alleged Staff Malpractice

a) A full and thorough investigation will be conducted by the Headteacher or their nominated representative will take place.

b) The Academy will make the accused fully aware, in writing, of the alleged malpractice and of possible consequences should the malpractice be proven.

c) The Academy will give the accused the opportunity to respond and the right of appeal should a judgment be made against them.

4.1 Penalties and Sanctions

a) Sanctions will follow the code laid down in the **Staff Disciplinary Procedure**. Any alleged malpractice involving the administration of learner work will be reported immediately to the respective awarding body.

b) Where malpractice against the Academy member of staff is proven, the appropriate awarding body will be informed.

5. Definition of Maladministration

Maladministration is defined as any activity or practice, which results in noncompliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration within the Centre (e.g. inappropriate learner records).

Examples of Maladministration

The categories listed below are examples of Centre maladministration. Please note that these examples are not exhaustive and are only intended as guidance on our definition of malpractice/maladministration:

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- Failure to adhere to our learner registration and certification procedures.
- Failure to adhere to Centre recognition and/or qualification requirements and/or associated actions assigned to the Centre.
- Late learner registrations.
- Unreasonable delays in responding to requests and/or communications (e.g. Centre postponement of visits by External Quality Assurers and Gateway Qualifications staff for more than 6 months).
- Failure to train invigilators adequately.
- Failure to invigilate to awarding body requirements.
- Failure to ensure that assessment venues meet the awarding bodies' requirements.
- Inaccurate claim for certificates.
- Failure to maintain appropriate auditable records (3 years), e.g. certification claims and/or forgery of evidence.
- Withholding of information, by deliberate act or omission, from the awarding body which is required to assure them of the Centre's ability to deliver qualifications appropriately.
- Misuse of the awarding bodies' logo and/or trademarks or misrepresentation of a Centre's relationship with the awarding bodies and/or its recognition status with them.
- Failure to adhere to, or attempts to circumnavigate, the requirements of the awarding bodies' Reasonable Adjustments and Special Considerations Policy.

6. Policy changes

This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.

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The Priory Federation of Academies Trust
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This Policy has been approved by the Priory Federation of Academies'
Pay, Performance and HR Committee:

Signed……………………………   Name.. Date:

Trustee

Signed……………………………   Name.. Date:

Chief Executive Officer

Signed……………………………   Name.. Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via
Human Resources.