

KESTEVEN & GRANTHAM GIRLS' SCHOOL

CENTRE NUMBER: 26218

STUDENT ASSESSMENT MALPRACTICE POLICY

2025 - 2026



**Miss K Edwards
Examinations Manager**

Examination Policies & Procedures – Student Assessment Malpractice Policy

Date of policy – July 2025

Review date – July 2026

INTRODUCTION

Most courses include some form of centre-assessed work that contributes towards your external examination marks i.e. non-exam assessments. This policy has been established to ensure that no student gains an unfair academic advantage through plagiarism, cheating or collusion. These are forms of academic misconduct. This policy informs you of the action the school will take in suspected cases. Malpractice is a failure to follow the rules of an examination or assessment including the preparation and authentication of any coursework or non-exam assessment or the presentation of any practical work, compilation of portfolios of assessment evidence and the writing of any exam paper.

What is assessment malpractice?

- Taking someone else's work, images or ideas and passing it off as your own e.g. using the internet to cut and paste material from a website, or by taking another student's work that has been emailed to you. this is called plagiarism;
- **Cheating** is acting unfairly or dishonestly to gain an advantage;
- Agreeing with others to cheat or deceive e.g. be allowing other students to copy your work. This is known as **collusion**;
- Failing to follow the instructions given by staff conducting examinations or assessments

If you are discovered or suspected of doing any of the things down in the list above, the school will investigate and may take disciplinary action against you which will normally include notifying the awarding body of the incident.

This is what is expected of you whilst you are at school:

- You will follow the instructions given by teaching staff supervising assessments and written examinations;
- Any work you submit for assessment will be your own work; you will never present someone else's work as your own or use material from another student given to you by email or on a pen drive as if it were your own work;
- You will never let other students use or copy from your work and pass it off as if they had done it themselves. If you are approached by another student to do this, or witness it happening, you should inform your teacher immediately;
- You will always acknowledge any sources you use in your assessed work.

A source is a resource that you use to collect information for your coursework including text books, encyclopaedias, journals, TV and radio programmes, the internet and other people. You should list (acknowledge) any sources you use so that someone else can find it, along with an indication of your non-exam assessment of which information came from that source.

By referencing the sources of the information you use, either directly in quotations or indirectly to inform your own words you will gain the following benefits:

- You cannot be accused of plagiarism or copying;
- Referencing justifies and aids the construction of your argument or point you are making;
- Referencing enables you to include main ideas from key writers or authors;

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- Referencing is good academic practice and shows your teacher that you have read widely

You should follow these guidelines for all your assessed work in school - and continue this practice in any academic work in the future.

What will happen if you are suspected of malpractice?

- The member of staff will inform the Head of Centre of the suspected malpractice; you will be informed of the allegation that has been made
- An investigation will be carried out to consider the evidence and establish the facts
- You will be called to a meeting with the Head of Centre and school procedures will be followed;
- In all cases where there is clear evidence of deliberate malpractice the relevant awarding body for the qualification will be informed in accordance with the regulations

If you suspect another student of malpractice, you should inform your teacher immediately. It is important to remember that any allegations will be taken seriously, and you will be asked to put these in writing.

If you suspect a teacher or other member of staff of malpractice -which results in a student, or students being given an unfair advantage - you should report this to the Head of Centre. The school will take any allegations made very seriously and you will be asked to put these allegations in writing.

The school will not tolerate any misuse of this process for reporting unfounded allegations or student or staff malpractice with malicious intent and will deal with any instances using school procedures.

What are the penalties or sanctions for malpractice?

The internal actions taken by the school, if they believe from the evidence that malpractice is proven, will depend on the seriousness of the malpractice.

Actions may include the following:

- Your mark or assessment grade may be reduced or awarded zero for that assignment;
- Subject to awarding body regulations you may not be allowed to take the unit/exam/test again;
- You may have to redo the work under supervised conditions in accordance with an agreed action plan drawn up by the school;
- You may be given a different assignment to do on the same section of the specification;
- You may be disqualified from your course

In all cases, a record will be made in you file of the allegation, the outcome and any penalty you are given. This information may be used by the school when it is asked to provide a reference for you.

Possible penalties/sanctions imposed by awarding bodies if malpractice is proved and reported

Candidates can be subject to one or more sanctions:

1. **Warning** - if the candidate commits malpractice within a set period of time further specified sanctions will be applied
2. **Loss of all marks for a section** - this may be part of a component or single piece of non-assessment and marks will be lost for this section of work
3. **Loss of marks for a component**
4. **Disqualification from a whole qualification**
5. **Disqualification from all qualifications taken in that series**
6. **Candidate debarral** - can be debarred from entering for one or more exams for a set period of time.