



Bromley Adult Education College Examination

Malpractice Policy

2020-21

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Malpractice Policy

The policy purpose

The purpose of this malpractice policy is:

- To set out procedures followed in identifying and reporting malpractice by college staff and/or candidates, including external candidates, and the actions subsequently taken by BAEC.
- To ensure that BAEC operates all examinations and assessments in accordance with current JCQ and/or awarding organisation regulations.
- To provide candidates the opportunity to be examined or assessed in a consistent, accurate and fair manner.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

The malpractice policy will be reviewed annually.

The malpractice policy will be reviewed by the qualifications officer.

Malpractice Responsibilities

Qualifications Officer

Manages the administration of malpractice:

- Advises the management team, curriculum managers, subject tutors and other relevant support staff about cases of malpractice.
- Reports cases of suspected malpractice to the awarding organisation.
- May disqualify a candidate who disobeys awarding organisation regulations or invigilator instructions.
- Despatches examination and assessment papers to the relevant awarding organisation within the specified timescales
 - Maintains systems and processes to support the timely entry of candidates for their exams.

Tutors and Curriculum Development Managers are responsible for:

- Marking internally assessed work consistently and fairly and in accordance with awarding organisation guidelines and marking criteria.
- Reporting any suspected malpractice, including plagiarism of any nature, to the Qualifications Officer.
- Advising the Qualifications Officer of any changes to the delivery of a qualification course that may need permission from the awarding organisation (ie. Change of tutor, internal moderator or course venue.)
- Advising the Qualifications Officer of any actions required following an inspection or external moderator visit.
- Keeping candidates portfolios of evidence in secure conditions
- Ensuring all students in their class have been registered for examination or assessment.

Invigilators are responsible for:

- Ensuring the security of all examination materials in their possession until they are handed back to exams' office staff.
- Checking that no unauthorised materials or equipment are brought into the exam or assessment.
- Invigilating candidates throughout the exam or assessment.
- Advising the Qualifications Officer of any suspected malpractice during the exam or assessment.
- Advising the candidate that their suspected malpractice will be reported to the awarding organisation, who may not accept their work.

Candidates are responsible for:

- Reading and understanding any regulations regarding the examination or assessment.
- Making sure that all work submitted is their own and signing to this effect.
- Providing a bibliography, acknowledging any external source of information used in coursework, portfolios or controlled assessment, as appropriate.
- Not allowing their work to be copied by anybody else.

- Only taking materials required for the exam into the examination.
- Making sure that any electronic device, including mobile phones, ipods and watches with data storage devices are switched off and surrendered to examinations staff before the examination begins.
- Behaving appropriately throughout the examination or assessment.
- Listening to and complying with any instruction given by the invigilator.


Malpractice Procedure

All cases of suspected malpractice will be reported to the relevant awarding body and Head of Centre.

All cases of suspected malpractice should be reported to the qualifications officer immediately. All candidates involved should be informed of the allegation of malpractice and the possible consequences, should the allegation be proven.

The qualifications officer will investigate the allegation and decide on the appropriate action. This could be to disqualify the candidate/s from the exam or assessment paper, to refer the matter to the relevant awarding organisation for them to make a decision or to decide that no further action is required.

Head of Adult Learning

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Elena Diaconescu

Qualifications Officer

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Jane Monaghan

Date

..... 01/09/20.

The policy is next due for review in August 2021