

## **SGOIL LIONACLEIT**

### **Candidate Malpractice Policy**

#### **Introduction**

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding candidate malpractice in the assessment of internally marked qualifications (ASDAN CoPE) and also regarding examinations marked externally. Sgoil Lionacleit is bound by the SQA policy for dealing with malpractice for all SQA qualifications.

#### **Examples of Malpractice**

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

- Plagiarism: the copying and passing of as the candidate's own work, the whole or part of another person's work;
- Collusion: working collaboratively with other learners to produce work that is submitted as the candidate's only;
- Failing to abide by the instructions of an assessor – This may refer to the use of resources which the candidate has been specifically told not to use; and
- The alteration of any results document.

If a teacher suspects a candidate of malpractice, the candidate will be informed and the allegations will be explained. The candidate will have the opportunity to respond to the allegation before any final decision is made. If the candidate accepts that malpractice has occurred, he/she will be given the opportunity to resit the test with a different assignment. All previous assignments will be checked and re-marked and the candidate made to resit the tests.

If found guilty of malpractice following an investigation, the candidate may be withdrawn from the entire qualification for that year.

The following are examples of malpractice by candidates with regards to examinations. This list is not exhaustive:

- Talking during an examination;
- Taking a mobile phone into an examination;
- Taking any item other than those accepted by the Awarding Body into the examination, such as a book or notes;
- Leaving the examination room without permission; and
- Passing notes or papers or accepting notes to, or accepting notes or papers from another candidate.

If a teacher suspects a candidate of malpractice during an examination, the candidate will be informed and the allegations will be explained. The candidate will have the opportunity to respond to the allegation before any final decision is made. If the candidate is found guilty of malpractice, the Awarding Body will be informed and the candidate's examination paper will be withdrawn. It is unlikely that the candidate will have the opportunity to repeat the examination.

#### **Appeals**

In the event that a malpractice decision is made, which the candidate feels is unfair, the candidate has the right to appeal in line with the Appeals Policy.

## **Staff Malpractice Policy**

### **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 (such as ASDAN CoPE, SQA NABs) and also regarding examinations invigilated by staff at the school and marked externally.

### **Examples of Malpractice**

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; and
- Fabricating assessment and/or internal verification records or authentication statements.

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

- Assisting candidates with exam questions outside of the awarding body guidance;
- Allowing candidates to talk, use a mobile phone or go to the toilet unsupervised; and
- Tampering with scripts prior to external marking taking place.

### **Staff Malpractice Procedure**

Investigations into allegations will be coordinated by Head Teacher who will ensure the initial investigation is carried out according to the Comhairle's procedures. The Head Teacher will appoint a Depute Head Teacher to conduct an investigation. 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 will be written in a standard report format and passed to the Head Teacher. The Head Teacher will decide whether there is evidence to support a claim of malpractice or to dismiss the allegation. If there is a case to answer then the Head Teacher will invoke the Comhairle's Disciplinary procedures.

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.