




<b>South Cumbria Pupil Referral Service</b>	
<b>TITLE: STAFF MALPRACTICE POLICY</b>	<p>ISSUE 9</p> <p>DATE Jan 2022</p>

RECORD OF ISSUE			
ISSUE	DATE	NEXT REVIEW DATE	SUMMARY
9	Jan 2022	Jan 2023	Annual Review
8	Oct 2020	Oct 2021	Annual Review
7	Oct 2019	Oct 2019	Annual Review
6	Sept 2018	October 2019	Wording amendment in line with examination boards
5	Jan 2018	Jan 2019	Annual Review
4	Sept 2017	Sept 2018	Annual Review
3	Sept 2016	Sept 2017	Policy written in line with guidance from examinations boards
2	Sept 2015	Sept 2016	Policy written in line with guidance from examinations boards
1	Oct 2014	Sept 2015	Policy written in line with guidance from examinations boards

#### DOCUMENT CONTROL

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## **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 and also regarding examination invigilated by staff at the school and marked externally. Guidance will be sought following the JCQ Suspected Malpractice Policies and Procedures document along with contacting awarding bodies.

### **Examples of Malpractice**

Attempted or actual malpractice activity will not be tolerated and will be reported immediately, all alleged and actual incidents of malpractice and maladministration.

The following are examples of malpractice by staff with regards to portfolio-based qualifications. This list is not exhaustive.

- Tampering with candidate work prior to external moderation/verification
- Assisting candidates with the production of work outside of the awarding body guidance
- Fabrication 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 mobile phone or go to the toilet unsupervised
- Tampering with scripts prior to external marking taking place.

### **Staff Malpractice Procedure**

Investigations into allegations will be coordinated by Lisa Balderstone (Head teacher), 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 involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because the 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 staff member will be:

- Informed in writing of the allegation made against him / 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 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)
- 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 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 GTC

If work is submitted for moderation / verification or for marking which is not the candidates 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, Lisa Balderstone may impose the following sanctions:

- 1) Written warning: 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 organisations Appeals Policy.

