



## A Students Guide to Malpractice

Some of your courses include academy-assessed or externally moderated work that contributes towards your external examination marks e.g. course work, assignments, controlled assessments portfolios and essays. There are rules and regulations in place which ensure that no student gains an unfair advantage through plagiarism, cheating or collusion. These are forms of malpractice. This document provides you with an overview of the action the academy will take in suspected cases.

The **Exam information booklet for students 2016-2017** issued to you in the autumn term, includes full information for candidates about written examinations, controlled assessments and coursework, together with official notices detailing rules and regulations. You should read through these carefully.

Examples of malpractice, including student and staff malpractice, maladministration and full details of the processes and procedures for reporting and investigating malpractice can be found in the **Academy's Malpractice and Maladministration Policy**.

### **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**, this is, acting unfairly or dishonestly to gain an advantage;
- Agreeing with others to cheat or deceive e.g. by allowing other students to copy your work. **This is known as collusion**;
- Failing to follow the warnings and instructions given by staff conducting examinations and controlled assessments;

If you are discovered or suspected of doing any of the things shown in the list above, the academy 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 The Elizabethan Academy:**

- You will follow the warnings and instructions given by staff supervising assessments and written examinations, and will not:
- Bring unauthorised material or items into the examination room;
- Communicate with anyone other than the member of staff conducting the assessment or examination;
- 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/tutor immediately;
- You will always acknowledge and reference any sources you use in your assessed work (see below).

### **Referencing sources:**

A source is any 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 in your coursework 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;
- Referencing is good academic practice and shows your teacher/tutor that you have read widely

The information for candidate's documents from page 9 onwards in the **Exam information booklet for students 2016-2017** provides useful guidance on referencing and how to prepare your work. If in any doubt how to reference your work, ask your teacher for advice.

### **What will happen if you are suspected of malpractice?**

- The member of staff or examination board will inform the Principal of the suspected malpractice; you and your parents 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 Principal or their designated member of staff;
- 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. The academy will also take internal disciplinary action in line with the seriousness of the malpractice.

### **What happens if you suspect malpractice?**

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 Principal. It may be helpful to refer to the Academy's Malpractice and Maladministration Policy, which explains what is meant by staff malpractice. The academy will take any allegations made very seriously and you will be asked to put any allegations in writing.

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

### **What are the penalties or sanctions for malpractice?**

In cases where it is believed that there is clear evidence of malpractice, actions will be taken by the academy and/or the examination board. These actions will depend on the seriousness of the malpractice. Actions taken by the examination board are beyond the control of the academy.

Actions may include the following:

- Your mark or assessment grade may be reduced or awarded zero for that assignment;
- 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 Course Leader;
- You may be given a different assignment to do on the same section of the specification;
- You may be disqualified from your course;
- You may be excluded from the academy;
- You may be disqualified from all of your examinations or barred from entering for examinations for a set period of time.

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

Students and The Principal have a right to appeal against any decisions made. Further details regarding the appeal process are available in the JCQ Appeals Booklet <http://www.jcq.org.uk/exams-office/appeals/jcq-appeals-booklet-effective-from-september-2016> and BCS Learner Appeals Policy V2.4 (for ECDL qualifications) – available from the Exams Office