

Kettlebrook Short Stay School **BTEC Student Malpractice Policy**

Malpractice means that you should always have respect for your work when producing Assignments for your BTEC Assessments; copying another pupil's work is not only dishonest, but hinders your learning development in the subject. When working in a group, your individual contribution is important and you should not rely on other students to enable you to pass.

In your lessons, remember your teacher has to respect the rules and regulations of the examination board; your teacher needs to set appropriate assignments, have their work internally modified (checked), and not show you, the learner, answers to grading criteria. There is an unseen social contract between the learner and their teacher where each respect the others professionals judgement and integrity.

Learner Malpractice

Kettlebrook Short Stay School recognises, the following as 'Malpractice':

- Plagiarism by copying and passing off, as the learners own work
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learners work
- Impersonation by pretending to be someone else in order to produce the work for another
- Fabrication of results
- Failing to abide by the instructions of a teacher or assessor
- Introduction and use unauthorised media
- Obtaining, receiving, exchanging or passing information which could be assessment related.

This is not an exhaustive list of what could be deemed as 'Malpractice'. If you have any doubt about what 'Malpractice' means or your actions, please speak to your teachers.

Penalties from the Examination Board

- Refuse learner registrations or entries
- Withhold the release of results or certificates
- Withhold test or examination papers

What will happen if you are suspected or found to be guilty of ‘Malpractice?’

An investigation will take place that will involve the following people:

- Executive Headteacher – Mrs K Rogers
- Quality Nominee – Mrs S Harris
- Subject Leaders – teaching staff

The following procedure will take place:

1. Learner interview and statement to be taken (Assessor/LIV)
2. Conduct report logged and emailed to Subject Leaders and Executive Headteacher
3. Involvement of parents/guardians (Subject Leaders/QN/EHT)
4. Edexcel informed, liaison with QN
5. Action decided and formally recorded
6. Appeal procedure discussed

Where malpractice is proven, the following penalties may apply:

1. Suspension of grade/ subject certification
2. Refusal by School for you to sit any further examinations
3. Exclusion from the school

Policy Reviewed: October 2021

Next review: October 2022