Malpractice and Maladministration Policy

Introduction

Vision for Education, ABC Teachers and Smart Teachers are employment businesses supplying temporary workers to work within the education sector. The work seekers that we engage must pass thorough and robust vetting procedures before we can consider them for any placement or assignment with our clients and this policy sets out our commitment to comply with the highest standards at each stage of the recruitment process.

Our processes are compliant with relevant legislation and the Department for Education's statutory guidance: Keeping Children Safe in Education. We are members of the Recruitment and Employment Confederation (REC). We hold REC Audited Education Status and we are audited by the REC every two years to ensure our compliance with all DfE and REC guidance and regulations.

Whilst we are not a school, college or alternative provision, we expect our candidates to adhere to the guidelines below in relation to malpractice and maladministration when working in placements through Vision for Education, ABC Teachers and Smart Teachers.

Definition

The Joint Council for Qualifications (JCQ) defines 'Malpractice', which includes maladministration and non-compliance, as:

"Any act, default or practice which is a breach of the Regulations or which compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate and / or damages the authority, reputation or credibility of any awarding organisation or centre or any officer, employee or agent of any awarding organisation or centre."

Preventing Malpractice by Students

Candidates should aim to prevent malpractice by students through:

• Seeking to avoid potential malpractice by using common practice to inform students of the School, College or Alternative Provision's policy on malpractice and the penalties for attempted and actual incidents of malpractice.

• Showing students the appropriate formats to record cited texts and other materials or information sources prior to production of their work when carrying out assessments.

• Asking students to declare that their work is their own.

• Asking students to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.

Types of Student Malpractice

These are some examples of student malpractice, please note that this list is not exhaustive:

- Cheating in an exam.
- Plagiarism of any nature.
- Collusion by working collaboratively with other students to produce work that is submitted as Individual student work.
- Copying (including the use of IT to aid copying).

- Deliberate destruction of another's work.
- Fabrication of results or evidence.
- False declaration of authenticity in relation to the contents of a portfolio or coursework.
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.

Marks and grades may be delayed whilst an awarding organisation investigates student malpractice.

Types of Staff Malpractice and Maladministration

Staff malpractice means malpractice committed by:

- A permanent member of staff
- A supply member of staff
- A volunteer
- An invigilator
- An individual appointed in another capacity by school, college or alternative provision

These are some examples of staff malpractice, please note that this list is not exhaustive:

- Failure to follow current JCQ and awarding organisation examination and assessment regulations.
- Improper assistance to students prior to or during examination or assessment.
- Inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the students' achievement to justify the marks given or assessment decisions made.
- Failure to keep candidate coursework/portfolios of evidence secure.
- Sharing marks, grades or endorsements classed as confidential with students or parents.
- Fraudulent claims for certificates.
- Inappropriate retention of certificates.
- Assisting students in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves staff producing work for the student.
- Producing falsified witness statements, for example for evidence the student has not generated.
- Allowing evidence, which is known by the staff member not to be the student's own, to be included in a student's assignment/task/portfolio/coursework etc.
- Facilitating and allowing impersonation.
- Misusing the conditions for special learner requirements, e.g. where students are permitted support this is permissible up to the point where the support has the potential to influence the outcome of the assessment.
- Falsifying records/certificates, for example by alteration, substitution, or by fraud.
- Failure to keep appropriate and accurate records relating to all marks, grades and endorsements awarded for student work.
- Fraudulent certificate claims, that is claiming for a certificate prior to the student completing all the requirements of assessment.
- Failure to engage as requested with awarding organisations during any Quality Assurance or appeal processes.

Candidates should take all reasonable steps to prevent malpractice and/or maladministration from occurring whilst working in schools, colleges and alternative provisions. Any suspected instances or staff or student malpractice or maladministration should be reported immediately to a member of SLT.