The Blue Coat School
Assessment and Malpractice Guidance

This document relates to malpractice in any assessment and certification context and sets out the rights and responsibilities with regard to malpractice of learners and staff of The Blue Coat School and should be read in conjunction with the School's Assessment and Appeals Policy, the Plagiarism Policy, Behaviour Policy and Staff Disciplinary Policy and JCQ Suspected Malpractice policies and procedures.

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Contents

Section	Page
Context / Aim	Page 3
1. Policy Statement	Page 3
2. Requirements for Implementation	Page 3
3. Scope of Assessment Malpractice	Page 4
4. Invigilators	Page 4

Context / Aim

Assessment Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and/or damage of authority of those responsible for conducting the assessment certification.

1. Policy Statement

The Blue Coat School does not tolerate actions (or attempted actions) of malpractice by:

- Students
- Staff of The Blue Coat School including Head of Centre
- Other stakeholders e.g. parents, spouses, staff of associated colleges, invigilators and any other persons in connection with any assessments and certification.

The Blue Coat School will impose the Disciplinary Procedure with students or staff where incidents (or attempted incidents) of malpractice have been proven. Where assessment malpractice is proven awarding bodies may also impose penalties or sanctions.

2. Requirements for Implementation

1. Students will be informed of the School's policy on assessment malpractice and plagiarism during exam induction and through the exam information pack.
2. Students will be shown the appropriate formats to record cited texts and other materials or information including websites, during lessons.
3. The Blue Coat School staff should include assessment procedures which reduce the opportunity for malpractice including for example:
    - Periods of supervised sessions during which evidence for assessments is produced by the student.
    - Altering assessment assignments/task/tools on a regular basis as directed by exam boards.
    - Ensuring access controls which prevent students from accessing and using other people's work when using networked computers.
4. Students should be asked to declare that their work is their own when submitting assessments.
5. Incidents of student assessment malpractice should be reported to the Examinations Officer.
6. Incidents of staff assessment malpractice should be reported to the Head of Centre.
7. When a case of alleged assessment malpractice has been reported the incident should be investigated using the appropriate disciplinary procedure and JCQ Regulations for Exam Malpractice and the exam board notified immediately.

3. Scope of Assessment Malpractice

The following are examples of malpractice by students. This list is not exhaustive and other instances of malpractice may be considered by the School at its discretion.

- Plagiarism by copying and passing off, as the student's own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work (including internet sources), thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission and without appropriately acknowledging the source.
- Collusion by working collaboratively with other students to produce work that is submitted as individual student work. Students should not be discouraged from teamwork, as this is an essential key skill for many areas.
- Impersonation by pretending to be someone else in order to produce the work for another.
- Fabrication of results or evidence.
- Failing to abide by instructions.
- Misuse of assessment, examination material.
- Introduction of unauthorised material.
- Alteration of any results document.
- Cheating to gain an unfair advantage.
- Misuse of AI.

The following are examples of malpractice by staff. This list is not exhaustive and other instances of malpractice may be considered by the School at its discretion.

- Failing to keep assessment mark schemes secure.
- Alteration of assessment mark scheme.
- Alteration of awarding bodies assessment and grading criteria.
- 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 not to be the student's own to be included in the student's assignment/task/portfolio/coursework.
- Misusing the conditions of special access arrangements.
- Failing to keep student computer files secure.
- Falsifying records/certificates.
- Fraudulent certificate claims that is claiming for a certificate prior to the student completing all the requirements of the assessment.
- Failing to keep assessment/examination test papers secure prior to the assessment/examination/test.
- Maladministration.

4. Invigilators

It should be noted that all invigilators receive the necessary training, to successfully and competently undertake their role, which is in accordance with JCQ regulations. This takes place every year for all invigilators.