**Assessment Malpractice Policy**

**Aim:** To identify and minimise the risk of malpractice by staff or learners and to respond to any incident of alleged malpractice promptly and objectively.

To record any investigation of malpractice, to ensure openness and fairness.

To impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven.

To protect the integrity of this centre and BTEC qualifications, we will:

• Seek to avoid potential malpractice by using the induction period and the student handbook to inform learners of the centre’s policy on malpractice and the penalties for attempted and actual incidents of malpractice.

• Show learners the appropriate formats to record cited texts and other materials or information sources.

• Ask learners to declare that their work is their own.

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

• Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Programme Manager and all personnel linked to the allegation. It will proceed through the following stages:

1. Investigation by programme manager

2. Report to student.

3. Agree appropriate action as appropriate.

• Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.

• Give the individual the opportunity to respond to the allegations made.

• Inform the individual of the avenues for appealing against any judgment made (see appeals policy).

• Document all stages of any investigation.

Where malpractice is proven, this centre will apply penalties / sanctions, commensurate with the nature of the offence.