

SCALBY SCHOOL

BTEC Staff Malpractice Policy

HISTORY OF DOCUMENT

Issue No.	Author	Date Written	Approved by Governors	Comments
1	J Short	January 2011	2.2.11	
2				

1. Context of Policy

The school takes the integrity of BTEC assessments seriously. This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the assessment of the BTEC suite of qualifications.

2. Malpractice examples

Scalby School does not permit attempted or actual malpractice activity. The following are examples of malpractice by staff; the list is just a sample and other instances may be considered by the school in consultation with awarding bodies:

- Tampering with candidates' work after collection and before verification
- Assisting candidates in the production of work outside of the awarding body guidance
- Fabricating assessment and/or internal verification records or authentication statements

3. Staff malpractice procedure

Investigations into allegations will be coordinated by the Deputy Headteacher, who will seek to deal with the investigation in a timely manner. The Lead Verifier or Quality Nominee (or Deputy Headteacher where appropriate) responsible for conducting an investigation should establish the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. Where a conflict of interest may be seen to arise, investigations into suspected malpractice will not be delegated to the Lead Verifier involved in the suspected malpractice, but rather to the Quality Nominee or the Deputy Headteacher. Where appropriate the staff member concerned and any potential witness to the alleged malpractice, will be interviewed in accordance with the disciplinary policy.

The staff member will:

- be informed in writing of the allegation made against him or her;

- know what evidence there is to support that allegation;
- know the possible consequences should malpractice be proven;
- have the opportunity to consider their response to the allegations;
- have an opportunity to submit a written statement;
- have an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required);
- be informed of the applicable appeals procedure, should a decision be made against him or her;
- be informed of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators, the police and/or professional bodies including the GTC or IFL as appropriate.

Scalby School accepts that there may be instances where the work submitted for assessment does not represent the efforts of the individual candidates and it may not be possible for the Awarding Body to give those candidates a result.

4. Staff malpractice sanctions

Where a member of staff is found guilty of malpractice, Scalby School may impose the following sanctions:

i) Written warning

Issue the member of staff with a written warning that if the offence is repeated within a set period of time, further specified sanctions will be applied.

ii) Training

Require the member of staff, as a condition of future involvement in its examinations, to undertake specific training or mentoring, within a particular period of time, and a review process at the end of the training.

iii) Special conditions

Impose special conditions on the future involvement in assessments by the member of staff.

iv) Suspension

Bar the member of staff from all involvement in the administration of assessments for a set period of time.

v) Dismissal

Should the degree of malpractice deemed to be gross professional misconduct, the staff member could face dismissal from his/her post.

5. Appeals

The member of staff may appeal against sanctions imposed on them. Appeals will be conducted in line with the school's disciplinary policy.