



## **Ickburgh school Malpractice Policy**

**February 2018**

**Review date February 2020**

### **Introduction**

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 internally invigilated qualifications which are marked externally such as ASDAN Personal Progress.

Examples of such malpractice may be as follows

- Tampering with candidates work prior to external moderation
- Assisting candidates with the production of work
- Fabricating authentication statements and /or internal verification records

It is unacceptable at Ickburgh School for any teacher or classroom assistant to inappropriately assist a student in their work or to adjust marks or evidence of work in contradiction of the guidelines laid down by the awarding body. All work is scrutinised at senior management level prior to submission, the Asdan coordinator always being a member of the SMT. Teachers involved in delivery are clearly informed of this so should and anyone be in breach of these rules they will be subject to the schools internal disciplinary procedures.

### **Candidate malpractice**

The students taking the qualification all have SLD or PMLD. They are by definition not capable of cheating in any significant way, indeed they are all functioning at a very low academic level because of their global developmental delay and consequently do not have

the intellectual capacity to understand the concept of 'Cheating'. They need support to complete their work and are always closely supervised.

### **Personal Progress and parental involvement**

This is the only qualification that is worked towards at Ickburgh School. It is worked on only in our post 16 department. Parents have no direct input into work done in school. It is very important for our students that they develop their independence skills post 16 and therefore we do not permit parents to work alongside our students. Although we need to communicate regularly with parents regarding their children's needs and progress, and we pride ourselves on the level of pastoral care we provide, we do not have a regime of homework or any evidence based work on Personal progress that could in any way be manipulated by parents in order to gain an advantage for their children. In the highly unlikely event that any such occurrence arises through collusion with a member of staff the parent in question would be invited to a meeting with the deputy head teacher and told the reasons why trying to unduly influence outcomes for their child was unacceptable. The staff malpractice procedure would then be followed.

### **Staff malpractice procedure**

Investigations into allegations will be co-ordinated by the Deputy Head who will ensure the initial investigation is carried out within 10 working days. The investigation will involve establishing 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 appropriate, the staff member concerned will be interviewed together with any witnesses and their version of events recorded.

The member of staff will be :-

- Informed in writing of any allegation made against him or her
- Informed what evidence there is to support the allegation
- Informed of the possible consequences should malpractice be proven
- Given the opportunity to consider their response
- Given the opportunity to seek advice/support
- Given the opportunity to submit a written report
- Informed of their right to appeal should a decision be made against him/her
- Informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with the regulators Ofqual, the police and the GTC.

### **Staff Malpractice Sanctions**

Where a member of staff is found guilty of malpractice Ickburgh school may impose the following sanctions.

- Written warning : issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied.
- Training: require the member of staff, as a condition of future involvement in both internal and external assessments, to retake specific training in Personal Progress within a particular timeframe and then to include a review process at the end of the training.
- Suspension; bar the member of staff from involvement in the moderation of pupil's work for a set period of time
- Should the degree of malpractice be seen to constitute gross professional misconduct then dismissal may be the outcome under the schools disciplinary procedures which will include a right of appeal.
- **Reporting to ASDAN the centres responsibilities as outlined in ASDANs malpractice and maladministration policy and procedure section 3:2 will be adhered to.**

All of the above policy will be subject to the schools and local authority disciplinary procedures.

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