

STAFF MALPRACTICE POLICY

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Approved by:	Board of Directors
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1. Introduction

Assessment Malpractice means any act or neglect or default which threatens the integrity of public examinations and certification, and which damages the authority of those responsible for conducting them. This includes attempting or planning malpractice even if it is unsuccessful.

2. Scope

This policy applies to all employees of Elite Pathways.

The purpose of this policy is to make explicit the expectation of Elite Pathways for all employees in dealing with malpractice incidents.

Breaches of this policy will be managed through the Elite Pathways Disciplinary policy and procedure.

This policy underpins Elite Pathways' core values and will be used objectively and free from discrimination in accordance with the Elite Pathways Equality and Diversity policy.

3. Malpractice

Elite Pathways abides by the assessment procedures of all the awarding bodies. Guidance for dealing with Assessment Malpractice can be found on the Joint Council for Qualifications web site

The following are some examples of staff malpractice but the below is not an exhaustive list.

- Failing to keep the awarding bodies' mark schemes secure
- Alteration of the awarding bodies' mark schemes
- Alteration of the awarding bodies' assessment and grading criteria
- Assisting learners in the production of work for an assessment, where support has the potential to influence the outcomes of an assessment, for example where the assistance involves centre staff producing work for the learner
- Producing falsified witness statements, for example for evidence the learner has not generated
- Allowing evidence, which is known by the staff member not to be the learner's own work to be included in a learner's assignment/task/portfolio/coursework
- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment
- Failing to keep learner files secure
- Falsifying records/certificates, for example by alteration, substitution, or by fraud
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment
- Failing to keep assessment/examination/test papers secure prior to the assessment/examination/test
- Obtaining unauthorised access to assessment/examination/test material prior to the examination

Assessment Malpractice will be dealt with through Elite Pathways' Staff Disciplinary procedure. The staff member will be informed in writing at the earliest opportunity of the nature of the alleged malpractice and the possible consequences should the malpractice be proven. The Director of Quality / Head of Centre will carry out a thorough investigation and the parties involved will be asked to provide written statements.

4. Investigation of Staff Malpractice

Any investigation into staff malpractice will comply with the Staff Disciplinary Policy and Procedure.

It must be noted that if Staff Malpractice is proven it constitutes gross misconduct and can result in dismissal.