


<b>Dronfield Henry Fanshawe School</b> 	<b>Policy No: S55</b>	Revision No:	
		Date Issued:	Feb 2019
<b>Malpractice in BTEC Assessments &amp; Examinations Policy</b>		Committee:	Statutory
		Author:	LJB
		Date Adopted:	
		Minute No:	
		Review Date:	Feb 2020

**Dronfield Henry Fanshawe School  
Malpractice in BTEC Assessment & Examinations Policy**

**Aim**

At DHFS we aim to conduct all assessments & examinations with high professionalism for all students, and assign staff responsibility in a professional manner. We need to ensure that all staff responsibility in planning and managing assessments & examinations policy is strictly adhered to at all times.

**Objectives**

- It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

The role of Examination Officer is currently undertaken by Lisa J Burke and Examination Support Officer by Sara E Gill.

It is the responsibility of the student to ensure that under exam conditions the use of unauthorised materials, copying or attempting to copy, escaping from supervision or collusion (i.e. cheating) is not permitted.

Unauthorised materials include:

- mobile phones
- iPods or MP3/4 players
- Smart watches
- potential technological/web enabled sources of information
- food and drink (containers must be free from labels)
- Tippex or correction fluid
- gel pens

The head of centre is responsible for investigating suspected malpractice.

If a candidate is suspected of malpractice:

- warn the individual of the allegation made against them
- warn the candidate of the penalties and sanctions an awarding body may impose should malpractice be proven
- the individual should have the opportunity to consider their response to the allegations
- record what has happened and retain evidence
- a full report detailing accounts of the circumstances surrounding the suspected malpractice should be collected from the individual whether a candidate or a member of staff

- a full report from any other invigilator/ witness/exams officer should be collected
- the individual should be informed of the applicable appeals procedure should a decision be made against them

If a member of staff is suspected of malpractice:

- warn the individual of the allegation made against them
- warn the member of staff of the penalties and sanctions an awarding body may impose should malpractice be proven
- the individual should have the opportunity to consider their response to the allegations
- record what has happened and retain evidence
- a full report detailing accounts of the circumstances surrounding the suspected malpractice should be collected from the individual whether a candidate or a member of staff
- a full report from any other invigilator/ witness/exams officer should be collected
- the individual should be informed of the applicable appeals procedure should a decision be made against them

This policy will be reviewed annually.

This malpractice in BTEC assessment & examinations policy will be reviewed by the Head of Centre, Senior Leadership Team, Examinations Officer and the Governors.