

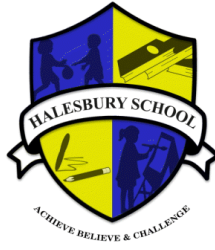
HALESBURY SCHOOL



BTEC – PLAGIARISM & MALPRACTICE POLICY

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team			
Teachers			
Teaching Assistants			
Administrative Staff			
Curriculum support			
Lunchtime Supervisors			
Site Manager			
Cleaners			
Governors			
Parents			
Website			
Local Authority			

Responsibility of	BTEC Co-ordinator / Leader
Review frequency	Yearly
This version agreed	September 2020
Next review date	September 2021



BTEC – PLAGIARISM & MALPRACTICE POLICY

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and/or undermine the authority of those responsible for conducting the assessment and certification.

It is the responsibility of the teacher to inform the student if any case of malpractice has been identified.

EDEXCEL/Pearson does not tolerate actions (or attempted actions) of malpractice by:

- ✓ Learners
- ✓ Centres

in connection with BTEC qualifications.

EDEXCEL/Pearson may impose penalties and/or sanctions on learners or Centres where incidents, (or attempted incidents) of malpractice have been proven.

Centres must be vigilant regarding assessment malpractice and where malpractice occurs it must be dealt with in an open, fair and thorough manner.

Learner Malpractice

The Head of Centre (Head Teacher) / Quality Nominee will supervise an investigation into any incident of suspected malpractice.

EDEXCEL/Pearson can withhold issuing certificates/results while an investigation into malpractice is in progress. Depending on the outcome certificates/results can be released or withheld.

Subject teachers **MUST** ask students to declare that their work is their own and check its validity. This is recorded within the assignment brief issued for each unit.

Teachers must ensure that the work students produce is their own and any others' work reproduced needs to be sourced and accredited. This can be done by:

- a footnote
- a sources' statement
- a bibliography

Students should be informed that EDEXCEL/Pearson may impose sanctions or penalties on any student who does not follow this policy.

A student must complete a centre declaration sheet which confirms that:

- the work is their own
- the work is authentic
- the work meets the assessment specification

If students do not conform to the above, they could fail their BTEC course.

Subject teachers should remind students that:

- their work should not be copied from other students
- they should not give their computer password or USB pen to anyone else - this prevents other students accessing their work

If students are found to have plagiarised others' work, then the subject teacher will begin procedures as detailed below:

1. The student will be advised to re-attempt the work under controlled conditions and/or with a different scenario within a specified timeframe.
2. If the student is found to have plagiarised the work a second time, the student will be required to attend a meeting with Quality Nominee to explain their actions. The subject teacher should also attend that meeting.
3. The Quality Nominee in conjunction with the teacher will then decide on one of the following options for the student.
 - The student may be asked to re-do the assignment in controlled conditions for a third and final time. In this circumstance the work will be capped at a Pass, or the lowest grade achievable, with no opportunity to improve upon that grade.
 - If the plagiarism relates to work which has been completed at the lowest passing grade, this work may then be given a U grade with no opportunity to improve.

If the work then produced does not satisfy the Quality Nominee and subject teacher, the Quality Nominee will contact EDEXCEL who will work with members of staff to decide on an appropriate course of action. This may include:

- the work being awarded a U grade with no opportunity to improve that grade
- the student being removed from the course altogether

In order to report to EDEXCEL/Pearson, all copies of the previous stages' paperwork must be reported accurately and stored safely for use as evidence. The storage of this paperwork must be in the Safe room in the file designated at Plagiarism/Malpractice/ Complaints and Appeals.

Reviewed for 2020-21

Next review date: September 2021