

## BTEC Assessment Malpractice Policy 2015-2016

### Aims

1. To identify and minimise the risk of malpractice by staff and students
2. To respond to any incident of alleged malpractice promptly and objectively
3. To standardise and record any investigations of malpractice to ensure openness and fairness
4. To impose appropriate penalties and sanctions on students/staff where malpractice is proven
5. To protect the integrity of the College and BTEC qualifications

### We will:

- Make clear to students at the start of the course and regularly through the course that plagiarism and malpractice are not allowed and that the College has a policy to address these issues
- Show learners how to acknowledge cited texts
- Ask learners to declare that work is their own
- In the case of an allegation of malpractice, conduct an appropriate investigation, proceeding through the following stages:
  - Programme leader informed
  - Programme leader investigates
  - Programme leader informs QN of the results of the investigation
  - If a sanction is appropriate, this is given
  - Learner allowed time to appeal before the sanction is applied
  - QN produces a report which is copied to the Head teacher and Edexcel
- Document all stages of an investigation of alleged malpractice
- Request the student resubmits work to deadline where malpractice is proven
- Explain the following to students when assignments are being completed:
  - In order to achieve a BTEC qualification, you must produce your own work. You will not be allowed to:
    - Copy word for word from textbooks
    - Copy and paste from the Internet
    - Copy from other students (past or present)
  - The examination board has a clear policy on how to deal with students who cheat. If you copy the work of another student you will risk having your work cancelled and may achieve nothing. If you lend your work to others, you will also risk having your work cancelled. If you steal another student's work and copy it, the exam board may cancel all of your courses.