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**MALPRACTICE POLICY**

**Statement of Intent**

Malpractice is any irregular conduct, on the part of a candidate or MFYP Ltd staff, which gives unfair advantage to a candidate or group of candidates, or disadvantages other candidates. Examples of irregular conduct which constitutes malpractice includes:

·  plagiarism of another’s work

·  copying or collusion, or attempted copying or collusion, during an examination or of other assessed work

·  obtaining unauthorised access examination material

·  using or trying to use unauthorised material or other aids in an examination (e.g. unauthorised electronic media such as mobile phones and palm tops; notes, books and study guides)

·  behaviour which disrupts, or has the potential to disrupt, the smooth running of the examination (e.g. not following the invigilator’s instructions) impersonating a candidate (i.e. claiming to be someone other than yourself) altering or forging any results documents or certificates.

**Identifying Malpractice**

Cases of malpractice can be identified in a number of different ways. They may be:

·  reported by centre staff (e.g. via a report from the Examinations Administrator or Assessor, where the behaviour of an individual has had a disruptive effect on other candidates)

·  reported by an examiner or assessor, who may identify shared answers in an examination script or identical wording in a coursework assignment

·  identified by a moderator or internal verifier, who may identify identical work in coursework assignments

 In cases where malpractice is identified or suspected, MFYP Ltd will investigate the suspected irregular conduct, identifying any candidates who have been complicit in this conduct, to seek suitable solutions or apply appropriate sanctions.

**Dealing with Malpractice**

All cases of suspected malpractice are investigated thoroughly by MFYP Ltd.

**a)   Stage 1**

Where a centre representative identifies a case of suspected malpractice, the evidence is reviewed in the first instance by the Head of Learning and nominated moderator to consider the evidence.

The Head and moderator review all available evidence related to the case. This may include reports, answer papers and assignments. If they decide that there is no case to answer, they recommend that the candidate’s results are released. If it is decided that the matter needs to be investigated further, the candidate’s results are withheld until a full investigation can take place.

**b)   Stage 2**

If further investigation is required, the Head contacts the candidate and any other candidates involved and interviews them separately to ascertain if malpractice occurred. Parents may be invited to attend the interviews if appropriate. The candidate will be asked to provide a written statement. The Head and moderator review all of the information related to the case, including the candidate’s statement and any additional information provided by any other candidates. This review has two possible outcomes.

The Head and moderator may recommend that the candidate’s original result is released unchanged. They may recommend that the result be withheld permanently. In this case, the candidate will not receive the result for the component of assessment to which the malpractice related. However, the candidate may re-enter for this component at a future date. However, in cases where a candidate or candidates have been found to have plagiarized coursework assignments, these assignments may not be submitted in future assessment rounds. In these cases, candidates are required to submit a new assignment.

**Completing Investigations into Malpractice**

The malpractice procedure outlined in this section is designed to ensure that decisions relating to assessment results are fair, consistent and based on full consideration of all of the available information. MFYP Ltd aims to complete the investigation of cases of suspected malpractice within 10 school days.

If candidates wish to appeal against a malpractice decision that has involved them, they may do so using the published Appeals procedure.

**Notifying the Regulatory Authorities of Malpractice**

MFYP Ltd will report to the regulatory authorities all cases of malpractice in which there is evidence that certificates may be invalid. MFYP Ltd will co-operate with any follow-up investigations of malpractice required by the regulatory authorities and will agree with the regulatory authorities on appropriate remedial action if there is evidence that certificates may be invalid.

\* This guidance was last reviewed September 2013

MFYP Ltd

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