

Assessment Malpractice Policy Aims;

1. To identify and minimise the risk of malpractice by staff or learners
2. To respond to any incident of alleged malpractice promptly and objectively
3. To standardise and record any investigation of malpractice to ensure openness and fairness
4. To impose appropriate penalties and/or sanctions on learners or staff where Incidents (or attempted incidents) of malpractice are proven
5. To protect the integrity of the centre and all qualifications on offer.

In order to do this, Barbara Priestman Academy will:

- Ensure learners are provided with information in an appropriate format outlining malpractice and consequences.
- Provide learners with guidance on recording and referencing and acknowledge information sources.
- Ensure learners declare that their work is their own.
- Conduct an investigation in a form appropriate to the malpractice allegation. Such an investigation will be supported by the Quality Nominee Head of Centre and all personnel linked to the allegation. It will proceed through the following stages:
 1. Ensure that the learner is fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
 2. Give the individual the opportunity to respond to the allegations made
 3. Inform the individual of the avenues for appealing against any judgment made

- The Quality nominee will ensure that all stages of any investigation are documented.

Where malpractice is proven, this centre will apply the following penalties / sanctions:

Ensure that learners clearly understand the outcome and reason for sanction

Request that the assessment is completed again in line with awarding body regulations.