

Voc Ed Appeals and Malpractice/Plagiarism Policy

AIM:

- *To enable the learner to enquire, question or appeal against an assessment decision.*
- *To attempt to reach agreement between the learner and the assessor at the earliest opportunity.*
- *To standardise and record any appeal/malpractice to ensure openness and fairness.*
- *To facilitate a learner's ultimate right of appeal to the awarding body, where appropriate.*
- *To protect the interests of all learners and the integrity of the qualification.*

In order to do this, the Vocational Education Department at Enfield Grammar School will:

- Inform the learner at induction, of the Appeals and Malpractice/Plagiarism Policy and procedure.
- Record, track and validate any appeal.
- Forward the malpractice to the awarding body after the internal process has been exhausted.
- Keep appeals/malpractice records for inspection by the awarding body for a minimum of 18 months.
- Have a staged appeals/malpractice procedure.
- Will take appropriate action to protect the interests of other learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results.
- Monitor appeals/malpractice to inform quality improvement.

Malpractice and plagiarism

This Malpractice and plagiarism policy is an attempt by the centre to identify this potential problem and give staff and learners guidelines on how to deal with the issue, if it were to occur. It also sets out for staff and learners clear procedures on the issue. It is important all teaching staff and learners in the centre carefully read the policy, guidance and warnings set down. The centre will make sure that:

- All teaching staff carefully read the policy, guidance and warnings on malpractice and plagiarism.
- All staff carrying out internal or external assessed work must make learners aware of the guidelines on malpractice and plagiarism. They must explain how to cite any work that is not their own and include all resources used in a bibliography.
- All tutors and teachers before the main examination and coursework period must make learners aware of the centre malpractice and plagiarism policy.

Teaching staff that suspect any learner's work is plagiarised should deal with the issue in the following manner:

Stage 1

The assessor/teacher should make learners aware of the issue and penalise them through internal mark schemes if relevant.

Stage 2

If a learner persistently plagiarises the issue should be reported to the relevant Head of Department.

The Head of Department will see the learner and make them fully aware of the penalties imposed by the exam board and monitor the Learner's work.

Stage 3

If teaching staff/Head of Department still suspects' plagiarism then the Quality Nominee/Head of Vocational Education should be alerted immediately to the issue.

The Quality Nominee will deal with it depending on the severity of the plagiarism. If it is a more serious offence involving learners copying work, collusion or major sections of work plagiarised then the Head Teacher and Examination Officer will be informed by the Quality Nominee. The centre will then take appropriate action. In the majority of cases this will involve informing the exam board of the offence.

Appeals Procedure

Here at Enfield Grammar School we believe that all learners have the right to fair, valid and reliable assessment decisions when undertaking any programme of study, along with this all learners have the right to clear and constructive feedback from the assessor. If a learner believes that this has not happened then they have a right to pursue an appeal. The appeals procedure has 3 stages involved, they are:

Stage 1

If the learner feels the decisions made regarding the assessment of their work are unjust, then they should firstly approach this issue with the assessor in question within 7 working days of the assessment decision.

The assessor must then reconsider the reasons underpinning the decision and provide clear and constructive feedback to the individual.

If the learner remains unsatisfied with the decision, then they can pursue their appeal to Stage 2.

Stage 2

The internal verifier (whether this by the lead or another) should review all of the evidence and the assessment records in order to consider the appeal in detail. A decision should be made within 5 working days and both the learner and the assessor should be informed both orally and in writing.

If the learner still remains dissatisfied, then they progress onto stage 3 of the appeals procedure.

Stage 3

This is the final stage of the appeals procedure, and it involves appealing directly to an assessment panel (which will consist of the Quality Nominee, a senior member of staff and an internal verifier).

Both the learner and the assessor will be invited to state their case to the panel, the panel will review all of the evidence and assessment records and make its decision within 10 working days. The results of the appeals panel will be final, but details of the appeal will be made available to the standards verifier or the Quality Centre Reviewer where necessary.

If the learner still remains dissatisfied then they can make a final appeal to the exam board.

Staff Malpractice

All staff teaching BTEC should be aware of the Appeals and Malpractice policy as laid out in this document. All staff teaching BTEC should be aware of how to mark a learners work and what feedback is appropriate to give and what feedback is not appropriate to give. They should all be aware of the processes of IV and internal assessment. All staff new to teaching BTEC should have undergone a formalised induction and should have the signed checklist to show this.

Any staff are suspected of malpractice (from IV, EV or other means) will be referred to the Head of the Centre, who will investigate the issue further and deal with the outcome as appropriate.

Created: January 2012

Reviewed: June 2014,

September 2015 and

July 2016

July 2017

Next Review: July 2018

