

## Fullbrook Exams Malpractice Policy 2020-2021

The aim is:

- To identify and minimise the risk of malpractice by staff or students.
- To respond to any incident of alleged malpractice promptly and objectively.
- To standardise and record any investigation of malpractice to ensure openness and fairness.
- To impose appropriate penalties and/or sanctions on student or staff where incidents (or attempted incidents) of malpractice are proven.

To protect the integrity of Fullbrook and external qualifications, the centre will:

- Seek to avoid potential malpractice by informing students of the both Fullbrook's and the awarding body's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
- Show students the appropriate formats to record cited texts and other materials or information sources
- Ask learners to declare and sign that their work is their own
- Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.
- Ask staff to sign a declaration that the work is the students and was carried out in accordance with the exam body rules.
- Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Head of Centre and all personnel linked to the allegation.

The misdemeanour will proceed through the following stages:

- Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
- Give the individual the opportunity to respond to the allegations.
- Inform the individual of the avenues for appealing against any judgment.
- Document all stages of any investigation. Where malpractice is proven, this centre will apply either the Fullbrook Conduct Policy or the Malpractice Policy of the relevant exam board.

This policy will be reviewed annually. Date of next review October 2021.