

Aim

To ensure the evidence of candidates is genuinely produced by them and authenticated by the centre.

To ensure all candidates and staff are aware of the school's policy for malpractice, and their responsibilities and rights during and following an investigation into alleged malpractice, including their rights of appeal.

Malpractice

Malpractice issues arise when candidates are found to have been involved in the following practice:

- Receiving assistance from others.
- Using artificially generated responses that are not the candidate's own work.
- Plagiarising the work of other candidates /authors or using other source material that is not referenced.
- Failing to abide by the conditions of assessment (internal and external); this may refer to the use of resources (digital and non-digital) which the candidate has been specifically told not to use.

Malpractice by a candidate during assessment can occur in:

- The preparation and authentication of coursework.
- The preparation and presentation of practical work.
- The compilation of a portfolio for assessment evidence.
- Conduct during an internal school-based assessment.

Preventing Malpractice

The centre achieves this using a variety of quality assurance strategies such as: controlled access to online materials, personal statements produced by candidates, writeups under supervised conditions, portfolio checks with teaching staff etc.

School/Centre Malpractice

In the event of alleged centre malpractice for internal assessments, the following procedures will take place:

- The SQA Co-ordinator will inform those involved of the allegations.
- The SQA Co-ordinator, or other appropriate person, will investigate the allegations and gather statements from those involved.
- In the event that malpractice is judged to have taken place by the centre, the SQA Coordinator will take steps to ensure that pupils are not disadvantaged, in liaison with SQA if required.

Appeals in the event that a malpractice decision is made which a candidate feels is unfair, the candidate has the right to appeal in writing to the Headteacher. The Headteacher, or other appropriate person, will consider whether the malpractice decision should be upheld.

Internal Assessment Procedures (including SQA Internally Assessed Course Components)

If a teacher suspects a candidate of malpractice in the process of internal assessment they should inform the SQA Coordinator and the following procedures will take place:

- The candidate and parent will be informed, and the allegations will be explained.
- The allegation of malpractice will be investigated.
- The candidate will have the opportunity to provide a statement of the facts.
- Witness statements will be gathered.

If the school judges the candidate to have engaged in malpractice or if the candidate accepts that malpractice has occurred:

- The SQA Co-ordinator will issue an official written warning which must be signed by the candidate and the parent/carers will be informed.
- The assessment involved in malpractice will be disqualified. The candidate may be given the opportunity to repeat the assessment.
- Given the context of the malpractice, the teacher may decide to re-mark previous assessments, and these could also be rejected if similar concerns of malpractice are identified.
- In the event that the centre cannot authenticate the previous evidence of a candidate due to malpractice or due to malpractice on more than one occasion, the centre reserves the right to disqualify the candidate's previous assessment evidence.
- Assessment evidence where malpractice has been found to take place will be disqualified in assessments that contribute to a candidate's final grade. In these circumstances, the school reserves the right to withdraw a candidate's opportunity to repeat the assessment.

If coursework has already been submitted to SQA and there is suspected malpractice, SQA policies will be followed. This could result in a penalty from the SQA, including loss of award.