



# Craigavon Senior High School

## Centre Guide to Managing Quality

### **Policy for Malpractice and Appeals Procedures**

Aim:

- To try and prevent Malpractice taking place, and in an instance of Malpractice that the proper steps are taken in dealing with it
- To ensure that pupils have the opportunity to appeal against a decision made
- To ensure that all pupils are treated fairly in relation to Malpractice and Appeals

In order to do this the centre will

*Identify and document any cases of malpractice in line with the JCQ Guides.*

*Ensure pupils are aware of the appeals procedure*

*Oversee the malpractice and appeals policy and any related cases*



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*Identify and document any cases of malpractice in line with the JCQ Guides*

### **Evidence**

- ✓ *Once malpractice has been suspected the teacher must bring it to the attention of the LIV for the Subject Area, if in the instance of the LIV suspecting malpractice, then it must be brought to the attention of the Quality Nominee*
- ✓ *The student should be spoken to by the LIV, Head of Year and QN informed*
- ✓ *The student will be given the opportunity remove the plagiarised material from the assignment and produce their own work. A school detention will be imposed.*
- ✓ *If the student fails to remove the plagiarised material or there is repeat malpractice, parents will be contacted and a meeting will be arranged between the student, parents, LIV, Head of Year and QN to discuss the situation.*
- ✓ *The student may have their chance to put in writing their case*
- ✓ *The LIV or Quality Nominee will document in writing any such meetings and their concerns*
- ✓ *This in turn will be passed on to the Examinations Officer who will fill in the appropriate paperwork in accordance with JCQ*
- ✓ *The Examinations Officer will inform the Examination Board and continue to keep up the communication until the outcome is complete*
- ✓ *The Examinations Officer will consult with the LIV or the Quality Nominee throughout the process*
- ✓ *The LIV or the Quality Nominee will inform the pupil of the outcome*
- ✓ *The Quality Nominee will keep a copy of all the paperwork created from such an instance*



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*Ensure pupils are aware of the appeals procedure*

### **Evidence**

- ✓ *It will be the responsibility of the LIV for each of the Principal Subject Areas to take pupils through the appeals procedure during the induction process*
- ✓ *It will be the responsibility of the LIV for each of the Principal Subject Areas to keep a written record of all appeals*
- ✓ *The written record should contain the outcome of an appeal and include reasons for that outcome. A copy should be sent to the candidate*
- ✓ *All internal appeals should have been considered and resolved by the date of the last externally assessed paper of the series (e.g. by the end of June for the summer series). Any difficulties in meeting this deadline should be raised with the Awarding Body*
- ✓ *The centre must inform the Awarding Body of any outcome from an appeal which has implications for the conduct of the examination or the issue of results at the centre*
- ✓ *Full details of any appeal must be made available to the Awarding Body on request*
- ✓ *The main points are:*
  - *appeals will only be entertained if they apply to the process leading to an assessment  
There is no appeal against the mark or grade awarded*
  - *candidates may appeal if they feel their assignment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification*
  - *appeals should be made in writing by 30 June to the LIV for the Principal Subject Area or to the Quality Nominee who will decide whether the process used conformed to the necessary requirements*
  - *the LIV's or the Quality Nominee's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection*



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*Oversee the malpractice and appeals policy and any related cases*

### **Evidence**

- ✓ *It will be the responsibility of the Quality Nominee to oversee any malpractice or appeals cases and liaison between the interested parties*
- ✓ *They will keep records of any such cases and the outcome*
- ✓ *They will update the policy in line with changes from JCQ*

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