



Plagiarism and Maladministration Policy

Approved by: Teaching and Learning Committee

Date: 5th March 2024

Signed: Mr Gallafent

Review Date: March 2025

This policy extends past school to Post 16 and will be reviewed in line with the changing curriculum and current needs of the pupils.

Where in the policy it says Stone Hill School, we are referring to Stone Hill School and Post 16.

Plagiarism and Maladministration Policy

Malpractice, which includes maladministration, is defined as a deliberate act, default or practice to deceive or falsify records in order to obtain a qualification, result or certificate. Committing malpractice breaches regulations set by awarding organisations thus compromising the integrity of the assessment and damaging the authority, reputation and credibility of awarding organisations and the learning provision.

Maladministration is defined as an 'act of inefficient or dishonest administration in a situation where the individual or group in charge is unjust, dishonest, or ineffective in their leadership'.

Stone Hill is committed to investigate and report all suspected cases of plagiarism to the awarding organisation in all cases that fail to abide by regulations that may constitute malpractice, and take appropriate action in order to maintain the integrity and validity of results and our reputation and image as a trustworthy and reliable education provider.

The plagiarism and maladministration policy exists to enable Stone Hill to work with awarding bodies to reduce instances of malpractice through effective detection of irregularities, and by imposing appropriate penalties and sanctions.

Plagiarism includes the copying and passing off, as the learner's own, the whole or part(s) of another person's work, with or without the originator's permission and without appropriately acknowledging the source.

Maladministration includes (the list is not exhaustive):

- failing to keep an awarding organisation mark schemes secure, alteration of any mark schemes or grading
- producing falsified witness statements, for example, for evidence a learner has not generated
- assisting learners in the production of work for an assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves the assessor or tutor producing work for the learner
- allowing evidence that is known not to be the learner's own, to be included for internal or external assessment
- falsifying records/certificates
- misusing the conditions for reasonable adjustments/access arrangements, for example where learners are permitted support, such as a scribe, this is permissible up to the point where the support has the potential to influence the outcome of the assessment
- failing to keep assessments/examination papers secure prior to the assessment/examination
- inventing or changing marks for internally assessed components where there is no actual evidence of the candidates' achievement to justify the marks awarded
- fabricating assessment and/or internal quality assurance records or authentication statements.

Staff and learners will be informed of the Malpractice and Plagiarism Policy via staff meetings and policies will be available via the school's general staff folder.

Stone Hill will take positive steps to prevent and reduce instances of malpractice by:

1. Showing learners the appropriate formats to record cited texts and other materials or information sources including websites.
2. Introducing procedures for assessing work in a way that reduces or identifies malpractice.
3. Effective internal quality assurance.
4. Discussion with learners to ascertain their understanding and verify their evidence.

All cases of suspected or confirmed malpractice must be reported to the awarding organisation. Failure to do so constitutes malpractice in itself. The Exams Officer and Head of Centre are responsible for investigating and reporting all cases of suspected or actual malpractice to the awarding organisation and conducting a full and thorough investigation. Appendix 2 of the school's Examination Policy will be adhered to in the event of maladministration or plagiarism.