

THE CHALFONTS COMMUNITY COLLEGE

Malpractice/Plagiarism & Internal Appeals Policy

NOTICE TO ALL EXAMINATION CANDIDATES

Internal Assessment Procedure – Malpractice & Plagiarism

- ✓ In the event of a case of malpractice, or plagiarism being suspected you will be interviewed by a relevant subject teacher/subject leader. You will have the opportunity to explain how the work was completed.
- ✓ If THE CHALFONTS COMMUNITY COLLEGE decides that a malpractice or plagiarism has taken place then the relevant piece of work will be void and cannot be submitted. At this stage you and your parents will be informed in writing that the work has not been submitted appropriately and that this is in breach of school and awarding body procedures.
- ✓ If you accept that you have committed a malpractice, or plagiarism then you will be given a chance to re-do the work in question.
- ✓ If you choose to re-do the work it will be marked by the relevant subject teacher/subject leader when it is submitted. If it is considered to be appropriate then the new mark will be submitted to the Awarding Body. If the work is still considered to be not appropriate then it will be forwarded to the Exams Officer (quality nominee for BTEC work) who will check the work again and confirm their findings with you. If it is considered satisfactory then the new mark will be submitted to the Awarding Body, if not then the Awarding Body will be informed in accordance with JCQ regulations
- ✓ If you choose not to re-do the work then a mark of zero will be awarded for the work and the Awarding Body will be informed in accordance with JCQ regulations.
- ✓ If you disagree with this decision then you are entitled to make an appeal using the appeals procedure below.

Internal Assessment Procedure – Appeals

- ✓ This is to let you know how to appeal about the procedures used in internal assessment for work that contributes to a GCSE/GCE/BTEC/NVQ award.
- ✓ The procedure at THE CHALFONTS COMMUNITY COLLEGE will be supervised by MRS ANGELA PEARSON or MR RUSSELL DENIAL. Information will be available from the Examinations Office.
- ✓ Any appeal will be considered by at least three members of THE CHALFONTS COMMUNITY COLLEGE staff, including your Tutor.
- ✓ You may be supported in the presentation of your case by a parent, guardian, or friend.
- ✓ A written record of all Appeals will be held in the Examinations Office. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to you.
- ✓ All Appeals will include a review of the procedure used at THE CHALFONTS COMMUNITY COLLEGE to award marks for internal assessments to ensure that this complies with the requirements of the Awarding Body, and the published Code of Practice.
- ✓ You must complete the relevant form at least two weeks before the date of the final written examination paper in the subject that exam session. An internal Appeal will be resolved by the date of the final written examination paper of the session.

- ✓ THE CHALFONTS COMMUNITY COLLEGE will inform the Awarding Body of the outcome of any Appeal which has implications for the conduct of examinations or the issue of results at THE CHALFONTS COMMUNITY COLLEGE and full details of any Appeal will be made available to the Awarding Body on request.

How to make an Appeal

- ✓ You should seek advice from your Tutor, or relevant subject staff and ensure that you fully understand the procedures.
- ✓ If you wish to make an Appeal, please fill in the 'FORM FOR THE LOGGING OF STUDENTS' COMPLAINTS'. A blank copy of this will be available from the Examinations Office.
- ✓ Return the completed form to the Examinations Office.
- ✓ The appeal will then be conducted in accordance with the above process.

October 2019