**CoVid 19 – Annexe to Malpractice Procedure Summer 2021 WJEC A level and GCSE – Learner Malpractice**

**Rationale**

This procedure is aimed at **our learners**, who are registered on WJEC A level and GCSE programmes which are subject to the process of Centre Determined Grades in summer 2021. It is also aimed at staff who are involved in suspected or alleged malpractice.

The full definition of malpractice is outlined in the over-arching Malpractice and Maladministration Procedures.

The **WJEC guidance on assessment and grading for summer 2021 alternative arrangements** indicates that to ensure fairness for all learners, College and lecturers must be confident that any work completed remotely by a learner is authentic and is their own unaided work. These procedures outline the steps the College will put in place to limit the opportunity for malpractice within this process. It also highlights the processes the College and learners must follow when reporting suspected or alleged cases of malpractice and our responsibilities in dealing with such cases. It also sets out the procedural steps we will follow when reviewing the cases.

Any suspicion of malpractice and/or maladministration committed by staff should be considered under the College’s Malpractice Policy and Procedure.

**Protection Against Malpractice and Authentication Learners’ Work**

The following steps will be taken to authenticate learners’ work and reduce the risk of malpractice:

* This procedure will be shared with all learners to ensure that they are clear about what constitutes malpractice. Additional information and support for learners on areas such as plagiarism and referencing can be found on the Success Centre pages of Moodle; learners will be directed to this.
* Learners will be told that any work they produce to be used as evidence to determine their final grade must be their own work, and if that is not the case and remains undeclared, it would constitute malpractice.
* Learners will complete a frontsheet (see Annexe 1) with every piece of work submitted as evidence for the production fo Centre Determined Grades. This frontsheet will require the learner to declare that:
	+ The work is their own
	+ That they are aware of the College’s *CoVid 19 – Annexe to Malpractice Procedure Summer 2021 WJEC A level and GCSE*
	+ They accept the sanctions outlined if they are later found to have committed malpractice.
* Setting timeframes for when work should be started and finished and keeping records of when work was completed.
* All lecturers will compare learner performance in the work submitted as evidence with prior classwork and performance.
* A sample of learners within every subject will be identified to complete a viva voce to discuss aspects of a learner’s responses and to further validate results and protect against malpractice.

**Identification or Suspicion of Malpractice**

* If a member of staff feels that a learner’s work is not their own, they should complete the MS Form Suspicion of Malpractice. This will report the concern to the Deputy Head of Department. This information will be recorded on the central record.
* The lecturer should hold a viva voca with this learner to discuss aspects of a learner’s responses. This will confirm or deny the suspicions.
* If the viva voce confirms that the work was the learner’s own, this will be recorded on the central record and no further action will be taken.
* If the lecturer still considers that the work was not produced by the learner then this would be considered as malpractice.

### Investigating Malpractice

* In accordance with regulatory requirements all suspected or alleged cases of maladministration will be examined promptly by the Head of General Education and the Head of Quality to establish if malpractice has occurred and will take all reasonable steps to prevent any adverse effect from the occurrence as defined by Qualification Wales. The College’s investigation report template should be used.
* The Dean of Quality will be responsible for ensuring the investigation is carried out in a prompt and effective manner and in accordance with the procedures outlined by the awarding organisation. This will then be reviewed, along with any supporting evidence received or gathered by the College.
* The fundamental principle of all investigations is to conduct them in a fair, reasonable and legal manner, ensuring that all relevant evidence is considered without bias. In doing so investigations will be based around the following objectives:
* To establish the facts relating to allegations in order to determine whether any irregularities have occurred.
* To identify the cause of the irregularities and those involved.
* To establish the scale of the irregularities.
* To evaluate any action already taken
* To identify any adverse patterns or trends.
* The investigation may involve a request for further information from relevant parties and/or interviews with personnel involved in the investigation. Therefore, we will:
* Ensure all material collected as part of an investigation will be kept secure.
* If an investigation leads to invalidation of certificates, criminal or civil prosecution, all records and original documentation relating to the case will be retained until the case and any appeals have been heard and for five years thereafter.
* Expect all parties, who are either directly or indirectly involved in the investigation, to fully co-operate with us.
* The College will aim to action and resolve all stages of the investigation within 10 working days of receipt of the allegation.

**Outcome of Malpractice Investigation**

If the investigation confirms that malpractice has taken place we will consider what action to take in order to:

* Minimise the risk to the integrity of certification now and in the future;
* Maintain public confidence in the delivery and awarding of qualifications;
* Discourage others from carrying out similar instances of malpractice;
* Ensure there has been no gain from compromising our standards.

The outcome of the investigation will be impacted by the stage within the summer 2021 procedures.

*Pre-submission of Grades to WJEC*

* If malpractice has been proved a meeting will be held with the investigation team, the learner and their parent/representative. This meeting will discuss the evidence available and explore the learner’s feedback.
* The learner will be offered the opportunity to complete the assessment evidence again and will be managed at Stage 4 of the Learner Relationship Management Procedure.
* If the learner disputes the evidence and refuse to complete further assessment, the malpractice will be reported to WJEC.

*Post-submission of Grades to WJEC*

* If the malpractice is discovered after the submission of grades to the WJEC, the malpractice will be reported to the awarding organisation, in line with their procedures.

*Additional Information*

In addition to the above the Dean of Quality will record any recommendations from the investigation and report these to the Governors and Quality Standards Board to help prevent the same instance of malpractice from reoccurring.

Either at notification of a suspected or actual case of malpractice and/or at any time during the investigation, we reserve the right to withhold a learner’s, and/or cohorts, results or certificates.

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| **Date approved:** April 2021 |  | **Responsible Manager:** Dean of Quality Improvement |
| **Approved by:** Quality Standards Board |  | **Executive Lead:** Deputy Principal Curriculum and Standards  |
| **Review date:** April 2022 |  | **Accessible to Students:** : Yes  |

**Annexe 1 – Assessment Frontsheet – Sample**



A Level Assessment Framework 2021

A2 Religious Studies Evidence 4

 Assessment Evidence: Evidence4. Part NA

|  |  |  |
| --- | --- | --- |
|  | Score out of [60] | Grade |
| AO1[30] | marks | Choose an item. |
| A02 [30] | marks | Choose an item. |
| A03 [Max.] | marks | Choose an item. |
| A04 [Max.] | marks | Choose an item. |
| A05 [Max.] | marks | Choose an item. |
| Overall [30] | marks | Choose an item. |

Learner SIN

Click or tap here to enter text.

Learner Name

Click or tap here to enter text.

Please sign and date below to confirm that the work submitted here is unaided and is your own work; that you are aware of the College’s CoVid 19 – Annex to Malpractice Procedure Summer 2021 WJEC A level and GCSE and that you accept the sanctions outlined if you are later found to have committed malpractice.

[*Printed Name is acceptable*]

Date:Click or tap to enter a date.

You must answer both questions. Each question has a word limit of 1500 words. You may undertake further research, use notes and resources from the course in order to answer the questions.

AO1 [30 marks]

**Question 1.** Examine the categorisation of the Book of Revelation as Prophetic, Apocalyptic and Eschatological.

|  |
| --- |
| Please write your answer in here – the box will expand as you continue to write. |

AO1 [30 marks]

**Question 2.** Evaluate the view that violence in apocalyptic literature poses an ethical problem.

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| --- |
| Please write your answer in here – the box will expand as you continue to write. |