

Assessment and malpractice policy

Aim

1. To identify and minimise the risk of malpractice by staff or learners
2. To respond to any incident of alleged malpractice promptly and objectively
3. To standardise and record any investigation of malpractice to ensure openness and fairness
4. To impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven
5. To protect the integrity of this centre and BTEC qualifications

In order to do this, CVQO will:

- Seek to avoid potential malpractice by using the induction period and the learner handbook to inform learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
- Show learners the appropriate formats to record cited texts and other materials or information sources
- Ask learners to declare that their work is their own
- Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used
- Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Head of Centre / Principal / CEO and all personnel linked to the allegation. It will proceed through the following stages:
 - Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven
 - Give the individual the opportunity to respond to the allegations made
 - Inform the individual of the avenues for appealing against any judgment made
- Document all stages of any investigation.

Where malpractice is proven, this centre will apply the following penalties / sanctions:

- Undergo investigation by CVQO
- CVQO will ask you to revise your work
- Reported to Awarding Body
- Potential removal from future courses by CVQO and the Awarding Body

Link

The following key Pearson links are provided to be helpful when reading the CVQO Assessment and malpractice policy

- [Pearson Centre Guidance on dealing with malpractice and maladministration in vocational qualifications](#)
- [Plagiarism factsheet](#)
- [Complaints Policy](#)



Chief Executive

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