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Kufuzu School of Accounting & Sciences (Pty) Ltd

## Malpractice Policy

### Introduction

Malpractice refers to any deliberate act or practice which compromises, or threatens to compromise the process and integrity of assessment, and as a result the validity of the result or certificate awarded. Maladministration is essentially any activity or practice which results in non-compliance with the examination body administrative regulations and requirements. Assessment processes and outcomes can also be put at risk through maladministration; whilst malpractice is a deliberate act, maladministration may be accidental or a result of incompetence or a simple mistake.

The purpose of this policy is to reduce the risk of malpractice and/or maladministration by:

- increasing awareness and understanding of the actions that constitute malpractice and/or maladministration by students, teachers, trainers, and other staff
- reducing the risk of breach of regulations through ignorance
- aiding detection of any irregularities
- explaining how students and staff will be made aware of this policy
- identifying strategies to be employed to minimize risk of student malpractice
- describing how instances of alleged malpractice will be dealt with

Kufuzu School of Accounting Sciences will not tolerate actions (or attempted actions) of malpractice by staff or students. The school is committed to investigating all cases of suspected malpractice. Where cases of suspected malpractice are proven, the school is fully committed to take appropriate action, including applying punitive measures and reporting suspected malpractice in order to maintain the integrity of assessment and certification. All staff has a professional duty to ensure that they uphold this policy. Whilst the policy sets out general principles in addition staff must also ensure that they abide by the specific assessment requirements for each course as laid down by the awarding organization for each subject specification.

### Student malpractice

This list below is not exhaustive and the school at its discretion may consider other instances of malpractice.

- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations
  - failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments
  - collusion: working collaboratively with other candidates, beyond what is permitted
  - copying from another candidate (including the use of ICT to aid the copying)
  - allowing work to be copied e.g. posting written coursework on social networking sites prior to examination and assessment
  - disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
  - exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication
  - making a false declaration of authenticity in relation to the authorship of controlled assessments, coursework or the contents of a portfolio
- allowing others to assist in the production of controlled assessments, coursework or assisting others in the production of controlled assessments or coursework bringing into the

examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations)

- the inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework or portfolios
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment
- plagiarism: unacknowledged copying from published sources or incomplete referencing
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators, dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries, reading pens, translators, wordlists, glossaries, iPods, mobile phones, MP3 players, pagers or other similar electronic devices
- behaving in a manner so as to undermine the integrity of the examination

### **Candidate malpractice**

For example:

- the alteration or falsification of any results document, including certificates
- a breach of the instructions or advice of an invigilator, supervisor or the awarding body in relation to the examination or assessment rules and regulations
- failing to abide by the conditions or supervision designed to maintain the security of the examinations or assessments
- collusion: working collaboratively with the other candidates, beyond what is permitted
- copying from another candidate (including the use of ICT to aid the copying)
- allowing work to be copied e.g. posting written coursework on social networking sites prior to an examination/assessment
- the deliberate destruction in the examination room or during an assessment session (including the use of offensive language)
- exchanging, obtaining, receiving, passing on information (or attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication
- making a false declaration of authenticity in relation to the authorship of controlled assessments, coursework or the contents of a portfolio
- allowing others to assist in the production of controlled assessments, coursework or assisting others in the production of controlled assessments or coursework
- the misuse, or the attempted misuse, of examination, assessment materials and resources (e.g. exemplar materials)
- being in possession of confidential material in advance of the examination
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations)
- the inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework or portfolios
- impersonation; pretending to be someone else, arranging for another person to take one's place in an examination or an assessment
- plagiarism: unacknowledged copying from the published sources or incomplete referencing
- theft of another candidates' work
- bringing into the examination room or assessment situation unauthorised material, for e.g. notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, ipods, iwatches, mobile phones, MP3/4 players, pagers or other similar electronic devices
- the unauthorised use of a memory stick, where a candidate uses a word processor
- behaving in a manner so as to undermine the integrity of the examination

### **Improper assistance to candidates**

Any act where assistance is given beyond that permitted by the specification or regulations to a candidate or group of candidates, which results in a potential or actual advantage in an examination or assessment. For example:

- assisting candidates in the production of controlled assessments or coursework, or evidence of achievement, beyond that permitted by the regulations.
- sharing or lending candidates' controlled assessments or coursework with other candidates in a way which allows malpractice to take place.
- assisting or promoting candidates with the production of answers: permitting candidates in an examination to access prohibited materials (dictionaries, calculators etc).
- prompting candidates in an examination/assessment by means of signs, verbal or written prompts
- assisting candidates granted the use of an oral language modifier, a practical assistant, a prompter, a reader, a scribe or a sign language interpreter beyond that permitted by the regulation.

### **Staff malpractice**

This list below is not exhaustive and the school at its discretion may consider other instances of malpractice. A more comprehensive list including examples of maladministration is provided in the appendix at the back of this policy.

- improper assistance to candidates
- inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made
- failure to keep candidate coursework/portfolios of evidence secure
- assisting students in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves producing work for the student
- producing falsified witness statements, for example for evidence the student has not generated
- allowing evidence to be included for assessment which is known by the staff member not to be the student's own
- facilitating and allowing impersonation
- misusing the conditions for special student requirements
- falsifying records/certificates, for example alteration, substitution, or by fraud
- fraudulent certificate claims, that is claiming for a certificate prior to the student completing all the requirements of assessment.

### **Actions to implement the policy**

#### **Informing students**

The school will communicate to students through the following means:

- Assemblies and tutor time
- Teachers have responsibility for ensuring that students are made aware of this information before undertaking any assessed work which has the potential to contribute to the awarding of a qualification

### **Procedure for dealing with suspected malpractice**

#### **Reporting suspected malpractice**

All staff in school have a responsibility for reporting any suspected incidences of staff or student malpractice through the appropriate channels. Students will be made aware of the procedure for reporting any allegations of suspected malpractice at the start of Year 10. In addition, allegations of suspected malpractice may be made by external moderators, verifiers, examiners and reported to the school via the awarding organisation. Allegations of suspected staff/student malpractice must be made to the head of centre. All staff in school have a responsibility to ensure that any allegations made to them in their professional capacity are taken seriously and reported to the head of centre. The school will consider

allegations that are made verbally but will request in all cases that allegations are put in writing with any supporting evidence that is available. The school accepts the responsibility to report any suspicion of student or staff assessment malpractice to the appropriate awarding body. The only exception to this relates to assessment malpractice in coursework or controlled assessment which is discovered prior to the student signing the declaration of authentication. In these circumstances the incident need not be reported to awarding bodies, but will be dealt with in accordance with the **school's behaviour policy and protocols**. Any work which is not the students own will not be given credit. In addition, a note will be added to the cover sheet to detail any assistance that has been given. In all other instances of suspected malpractice, the school will submit the fullest details of the case at the earliest opportunity to the **relevant awarding body as per Kufuzu School of Accounting & Sciences regulations**.

### **Investigation of suspected malpractice**

The school will investigate any instances of suspected malpractice (which includes maladministration) in accordance with the Kufuzu School of Accounting and Sciences ***Suspected Malpractice in Examinations and Assessments: Policies and Procedures*** and provide such information and advice as the awarding body may reasonably require.

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Masibulele Phesa CA(SA)- CEO