

Ysgol Glan y Môr Staff Malpractice Policy (Exams/assessment)

Ysgol Glan y Môr has procedures and documentation to minimise the risk of any staff malpractice relating to assessment. The following are examples of malpractice:

- Failure to keep awarding body/organisation mark schemes secure.
- Alteration of awarding body / organisation assessment and grading criteria.
- Assisting learners in the production of work for assessment where there is disproportionate support or a member of staff has produced work for a learner.
- Producing falsified witness statements, for example to evidence criteria for which the learner has not generated evidence.
- Allowing evidence which is known by the staff member to be a result of plagiarism.
- Facilitating or allowing impersonation.
- Misusing the conditions for special requirements.
- Failing to keep learner computer records secure.
- Falsifying assessment records.
- Fraudulent certificate claims.

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Signed: *W. Bryn Williams*