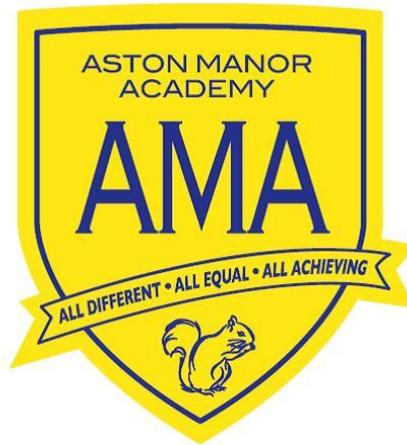


ASTON MANOR ACADEMY



BTEC/NCFE PLAGIARISM POLICY AND ACADEMIC APPEALS PROCEDURE FOR STUDENTS

Review Date: December 2018

To be Reviewed: December 2019

Agreed: Raising Standards Board

Policy Lead: Jasbir Kular

BTEC/NCFE PLAGIARISM POLICY AND ACADEMIC APPEALS PROCEDURE
FOR STUDENTS

1. ASSESSMENT ENTITLEMENT

If you are a student of Aston Manor Academy you are entitled to:

- Fair and open assessment practices in line with the Schools Equal Opportunities policy for learners
- An Assignment Brief indicating the criteria against which you will be assessed.
- Regular advice, counselling and guidance through teachers.
- Access to an open and fair appeals procedure.
- Assessments being carried out regularly and outcomes reported within 2 weeks with written and/or verbal feedback.

2. ASSESSMENT PROCEDURES

Submitting Assignments

It is recommended that each unit is assessed through a number of different assignments. Students are given a hand-in date for each assignment. Staff are required to mark assignments and provide students with feedback within 2 weeks. The feedback must be sufficient to give clear information on achievement and how to improve.

Failure to meet deadlines

- Students who fail to hand in work by the agreed deadline will be required to provide evidence of extenuating circumstances e.g. doctor's certificate.
- Failure to do so may result in student's failure to meet all criteria required to pass the course.

Recording Progress

Staff are required to record student grades on a grade tracking sheet within three weeks of the assignment being completed.

Academic misconduct and plagiarism

It is the responsibility of assessors to explain what constitutes plagiarism in their courses and the seriousness of the issue.

Teachers should be on the look out for plagiarism and run internet checks etc to guard against it. Students need to know that this will be done. Students will need to develop the habit of acknowledging sources through footnotes and bibliographies, lists of sources and acknowledgement of assistance.

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Awarding bodies regulations on academic misconduct and plagiarism will be followed. All coursework must be authenticated as original by the student and the teacher. The School cannot authenticate work it does not believe to be original.

If a teacher suspect's plagiarism or academic misconduct has taken place it must be acted upon. The Programme Leader should be informed.

The Programme Leaders for the BTEC/NCFE courses are as follows:

- BTEC level 2 Music (NQF) – L. Derrick
- BTEC level 2 Business Studies (NQF) – H. Kaur and A Shahid
- BTEC level 2 Sport (NQF) – C. Reed (Maternity cover) K Pawar
- BTEC level 2 Work skills (NQF) – H. Kaur
- BTEC level 3 Health and Social Care (NQF) and (QCF) – J. Kular
- BTEC level 3 Applied Law (NQF) and (QCF) – H. Kaur and M Chajnus
- BTEC level 3 Business Studies (NQF) – A. Shokar
- BTEC level 3 Applied Science (NQF) – M. Astle
- BTEC level 3 Sports (QCF), and Sports (NQF) – D. Brown
- BTEC level 3 IT (NQF) – J. Richards
- BTEC level 3 Art & Design (NQF) – L. Latham
- NCFE Level 2 Certificate in Food and Cookery (601/4533/X)

If plagiarism or academic misconduct is discovered prior to the date for final entry, the assessor should resolve the matter internally and, in consultation with the Programme Leader, decide whether or not to submit work for that unit:

Where work leans too heavily on a source but stops short of plagiarism this should be reflected in the mark awarded and the comments made on the work.

If plagiarism is detected early enough it may be possible to submit a replacement assignment, but none of the work which contributed to the misconduct must be submitted.

If plagiarism is discovered at a late stage and the work of a student cannot be authenticated, then no mark should be given for that work and no work will be submitted for that unit or part of a unit. Where possible a meeting with the student should take place and the student will be informed of the appeals procedure. A letter will go to the student and to their parents with a copy placed on file.

Serious assessment malpractice will be dealt with J Kular (Quality Nominee) or Neil Turner (Deputy Head) and this will be reported to Edexcel.

3. APPEALS PROCEDURE

In the event of a student wishing to make an appeal against an assessment decision, the following steps outlined below must be followed: -

- Within 3 days student must contact the assessor to arrange an informal meeting to discuss the assessment decision.

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- If student is still dissatisfied, then appeal to the Programme Leader.
- This will allow the student to put forward reasons why his / her assignment should be re-assessed. This should be done within 3 days of meeting with the assessor.
- The assignment will be reassessed by an Internal Verifier who will provide the student with feedback within one working week.
- If the student is still dissatisfied, then he / she may appeal to the External Verifier via the Head of Department.

4. Grounds for Appeal

Appeals may be made under the following circumstances:

- If the student is dissatisfied with individual assessment outcomes for a unit element or individual performance criteria.
- If the student is dissatisfied with their assessment outcome at the end of the course.
- If the student has any personal circumstances which may have affected his / her ability to complete assignments and meet deadlines.

I have read the above information and understand the procedures.

I agree to follow the rules as stated.

Name:

Date:

Signature:

Date of next review: December 2019