



School Policy 19e – Exam Malpractice Policy

Centre No: 14302

Governors Committee Responsible for the Policy:	Curriculum
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Headteacher/Head of Centre:	Mr R Parrish
SLT member:	Nr N Hart
Exams Officer	Mrs L Garrod

Staff Malpractice Policy

Introduction

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the assessment of internally marked qualifications (GCSE/GCE controlled assessment or coursework) and also regarding examinations invigilated by staff at the school and marked externally.

Examples of Malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by staff with regards to portfolio-based qualifications and internally assessed units:

- Tampering with candidates' work prior to external moderation/verification
- Assisting candidates with the production of work outside of the awarding body guidance
- Fabricating assessment and/or internal verification records or authentication statements

The following are examples of malpractice by staff with regard to external examinations:

- Assisting candidates with exam questions outside of the awarding body guidance
- Allowing candidates to talk, use a mobile phone or go to the toilet unsupervised
- Tampering with scripts prior to external marking taking place.

These lists are not exhaustive – for full details relating to General and Vocational Qualifications refer to the JCQ document *Suspected Malpractice in Examinations and Assessments – Policies and Procedures* for the current academic year. The document is available from the Exams Office or from the JCQ website

<http://www.jcq.org.uk/exams-office/malpractice>

Staff Malpractice Procedure

For malpractice associated with General and Vocational Qualifications any investigation will follow the JCQ procedures set out in the above document.

Investigations into allegations will be coordinated by the Head of Centre, who will ensure the initial investigation is carried out within ten working days. The person responsible for conducting the investigation will depend on the qualification being investigated. The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. Where appropriate, the staff member concerned and any potential witnesses will be interviewed and their version of events recorded on paper.

The member of staff will be:

- informed in writing of the allegation made against him or her
- informed what evidence there is to support the allegation
- informed of what action the centre is required to take
- informed of the possible consequences, should malpractice be proven
- given the opportunity to consider their response to the allegations
- given the opportunity to submit a written statement
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)
- informed of the applicable appeals procedure, should a decision be made against him or her
- informed that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or professional bodies.

If work is submitted for moderation/verification or for marking which is not the candidate's own work, the awarding body may not be able to award that candidate a result.

Staff Malpractice Sanctions

Where a member of staff is found guilty of malpractice, the school may impose the following sanctions:

- 1) **Written warning:** Issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied
- 2) **Training:** Require the member of staff, as a condition of future involvement in both internal and external assessments, to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training
- 3) **Special conditions:** Impose special conditions on the future involvement in assessments by the member of staff
- 4) **Suspension:** Bar the member of staff in all involvement in the administration of assessments for a set period of time
- 5) **Dismissal:** Should the degree of malpractice be deemed gross professional misconduct, the member of staff could face dismissal from his/her post

Appeals

The member of staff may appeal against sanctions imposed on them.

Candidate Malpractice Policy

Introduction

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding candidate malpractice in the assessment of internally marked qualifications (GCSE/GCE controlled assessment or coursework) and also regarding examinations marked externally.

Examples of Malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by candidates with regards to portfolio-based qualifications and internally assessed units:

- Plagiarism: the copying and passing off as the candidate's own work, the whole or part of another person's work, including work taken from the internet
- Collusion: working collaboratively with other learners to produce work that is submitted as the candidate's only
- Failing to abide by the instructions of an assessor – this may refer to the use of resources which the candidate has been specifically told not to use
- The alteration of any results document

If a candidate is suspected of malpractice in a General or Vocational Qualification assessment the JCQ Malpractice procedures will be followed.

If a teacher suspects a candidate of malpractice in assessment not covered by JCQ procedures, the candidate will be informed and the allegations will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate accepts that malpractice has occurred, he/she will be given the opportunity to repeat the assignment. If found guilty of malpractice following an investigation, the teacher may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

The following are examples of malpractice by candidates with regards to external examinations:

- Talking during an examination
- Taking a mobile phone or smart watch into an examination
- Taking any item other than those accepted by the Awarding Body into the examination, such as a book or notes
- Leaving the examination room without permission
- Passing notes or papers to, or accepting notes or papers from, another candidate

These lists are not exhaustive – for full details relating to General and Vocational Qualifications refer to the JCQ document *Suspected Malpractice in Examinations and Assessments – Policies and Procedures* for the current academic year. The document is available from the Exams Office or from the JCQ website

<http://www.jcq.org.uk/exams-office/malpractice>

Candidate Malpractice Procedure

For malpractice associated with General and Vocational Qualifications any investigation will follow the JCQ procedures set out in the above document.

Investigations into allegations will be coordinated by the Head of Centre, who will ensure the initial investigation is carried out within ten working days. The person responsible for conducting the investigation will depend on the qualification being investigated. The investigation will involve establishing the full facts and circumstances of any alleged malpractice.

The candidate will be:

- informed in writing of the allegation made against him or her
- informed what evidence there is to support the allegation
- informed of what action the centre is required to take
- informed of the possible consequences, should malpractice be proven
- given the opportunity to consider their response to the allegations
- given the opportunity to submit a written statement
- informed of the applicable appeals procedure, should a decision be made against him/her