



# **Examinations and Assessments Malpractice policy**

## **Walney School**

### **2018/19**

This plan is reviewed annually to ensure compliance with current regulations



Approved/reviewed by	
Mr J Richardson	
Date of next review	October 2019

# Definition

Malpractice is deemed to be those actions and practices which threaten the integrity of public examinations, and/or damage the authority of those responsible for conducting them.

## Candidate Malpractice

The following are examples of malpractice by candidates. The list is not exhaustive and other instances of malpractice may be considered and acted upon.

- Misuse of examination material.
- Behaving in such a way as to undermine the integrity of the examination.
- Failing to abide by the instructions or advice of an invigilator, supervisor or the Awarding Body in relation to the examination rules and regulations.
- Failing to abide by the conditions of supervision designed to maintain the security of the examinations
- Disruptive behaviour in the examination room (including the use of offensive language).
- Introduction of unauthorised material into the examination room e.g. notes, study guides and personal organisers, own blank paper, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar devices.
- Introducing into the examination room notes in the wrong format (when notes are permitted) or incorrectly annotated texts (in open book examinations).
- Obtaining, receiving, exchanging or passing on information which could be examination related (or the attempt to) by means of talking or written paper/notes.
- Personation: pretending to be someone else, arranging for another to take one's place in an examination.
- The inclusion of inappropriate, offensive or obscene material in scripts or coursework.
- Copying from another candidate (including the misuse of ICT to do so).
- Collusion: working collaboratively with other candidates.
- Plagiarism: the failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own.
- Theft of another's work.
- The deliberate destruction of another's work.
- The alteration of any results documents, including certificates.

# Centre Staff Malpractice

1. The following are examples of malpractice by centre staff. The list is not exhaustive and other instances of malpractice may be considered and acted upon.
2. Moving the time or date of a fixed examination (beyond that permitted) without notifying the relevant Awarding Body.
3. Failing to keep examination papers secure prior to the examination.
  - Obtaining unauthorised access to examination material prior to an examination.
  - Assisting candidates in the production of coursework, beyond that permitted by the regulations.
  - Allowing candidates unsupervised access to coursework exemplar material, whether this is the work of former students or that provided by the Awarding Body.
  - Failing to keep student computer files secure.
  - Assisting or prompting candidates with the production of answers.

## Procedures for informing candidates of Awarding Bodies' regulations

All candidates receive a copy of the JCQ Information for Candidates covering all areas of examinations including NEA and coursework. During the course of the examination period, two notices are displayed both in the area immediately outside the examination room and on display in the examination area.

### Notice 1: Warning to Candidates

This notice covers:

- Unfair and dishonest practice in the examination
- Personation
- Unauthorised material
- Communication
- Details of what would happen in the case of an infringement

### Notice 2: Mobile Phones Prohibited

This notice warns candidates that possession of a mobile phone/Smart Watch or any other electronic device in the examination room will mean disqualification.

### Verbal Announcements

Before the beginning of every exam, candidates are given a verbal reinforcement of the Awarding Body's regulations.

In addition, candidates are given the opportunity to hand their mobile phones in or to put them in their bags in the holding rooms.

## **Procedures for investigating alleged malpractice**

All cases of malpractice are reported to the Examinations Officer or member of SLT who will inform the Head of centre. The Examinations officer or member of SLT will obtain written statements from those concerned, whether the malpractice is by staff or candidates.

### **Investigation by the School into alleged malpractice by candidates**

The Examinations Officer or member of SLT will conduct a full enquiry into the malpractice in conjunction with the Head of centre. If malpractice is deemed to have taken place, then a full written report (using Form JCGQ/M/01 where appropriate) is submitted to the Awarding Body with supporting evidence.

Candidates accused of malpractice are made fully aware at the earliest opportunity of the nature of the alleged malpractice, and of the possible consequences should be malpractice be proven. The parents/guardians of the candidates are also notified in writing of the alleged malpractice and of the possible consequences.

Candidates accused of malpractice must be given the opportunity to respond, in writing to allegations made. Candidates accused of malpractice will be made aware of the avenues for appealing should a judgement be made against him or her. Full details of an Awarding Body's appeals procedure will be sent to the candidate and parents/guardians if the judgement goes against the candidate.

The candidate and parents/guardians will be informed in writing of the outcome of the Awarding Body's decision.

### **Investigation by the School into alleged malpractice by members of staff**

Investigations into any case of malpractice or irregularities against a member of staff must be carried out in the first instance by the Head of centre, in conjunction with the Awarding Body.

Investigations into alleged malpractice or irregularities against the head of centre must be carried out by the Chair of the School's Governing Body, or the responsible employer, and reported to the Awarding Body when completed.

Any member of staff accused of malpractice or irregularities will be made fully aware, in writing at the earliest opportunity of the nature of the alleged malpractice, and the possible consequences should malpractice be proven.

Any member of staff accused of malpractice or irregularities will have the opportunity to respond, in writing to allegations made. Any member of staff accused of malpractice or irregularities will be made aware of the avenues for appealing should a judgement go against him or her.

When investigating serious cases or alleged staff malpractice, it may be necessary for a member of the Awarding Body staff to be present at an interview with the staff member concerned. The member of staff being interviewed may be accompanied by a friend or union representative.

In accordance with the requirements of JCQ published documentation, a report on cases where members of staff are found to have committed malpractice, together with details of the action taken by the head of centre, the Governing Body or the responsible employer must be forwarded to the regulatory authorities and may be made available to other Awarding Bodies if the Awarding Body decides that the circumstances of the case are sufficiently serious to warrant such reports being made.

## Reports

It is the responsibility of the head of centre, acting on behalf of the Awarding Body, to submit a full written report of an investigation and to provide the following where appropriate:

- A statement of the facts, a detailed account of the circumstances and details of any investigations carried out by the centre.
- Written statement(s) from the invigilators or other staff concerned.
- Written statements from the candidate(s) concerned.
- Any mitigating factors (e.g. relevant medical reports).
- Information about the School's procedures for advising candidates of the Awarding Bodies' regulations.
- Seating plans.
- Unauthorised material found in the examination room.
- Any work of the candidate and any associated material (e.g. source material for coursework) which is relevant to the investigation.
- The form JCGQ/M/01 should be used as the basis of the report.