



SMITHDON HIGH SCHOOL

MALPRACTICE POLICY

**Adopted by Local Governing Body
March 2017**

In accordance with JCQ regulations, all incidences of suspected malpractice in assessment are reported by the centre to the relevant awarding body.

Internal Assessment (Controlled Assignments and Coursework, etc):

Set out below are examples of common malpractice issues relating to Controlled Assignments and coursework, with guidance on how to avoid being suspected of malpractice.

Plagiarism:

Plagiarism is presenting work that is not the candidate's own without acknowledgement. If the school suspects that work is plagiarised, then it reserves the right not to submit that work to the Awarding Body, or to report the suspicions to the Awarding Body for their consideration. Students must always ensure that the work of others is credited and must not copy from another student or internet source.

Where the school suspects that work is plagiarised prior to a candidate signing a declaration of authenticity a mark of zero will be given. The candidate may be provided with the opportunity to complete a new piece of work under strict supervision if this is deemed acceptable by the Awarding Body and the school is able to make the necessary arrangements. If the school has reason to believe that work submitted is not the candidate's own, we are not able to accept this as a valid piece of work and the work cannot be submitted to the Awarding Body. Students are permitted to present evidence to demonstrate that the centre's suspicions are unfounded and it is possible to appeal as per the relevant school policy.

Where irregularities are identified by the centre of the examiner/moderator subsequent to the completion of an authentication statement, the Awarding Body will be informed by the school and a malpractice investigation conducted. If the breach of regulations is upheld following investigation, the Awarding Body will apply sanctions.

Communication:

Some controlled assignments are completed in formal, exam conditions. Any attempt to communicate with another candidate at such times constitutes malpractice and the school may decide to not assess the work or to report the incident to the Awarding Body. Collaborative work in such conditions is against regulations.

External Assessments/Examinations:

Set out below are examples of common malpractice issues relating to examinations, with guidance on how to avoid being suspected of malpractice.

Disruptive Behaviour:

Any behaviour which may disturb others is forbidden in the exam room. This includes, but is not limited to, talking, tapping, tearing paper and turning round. When in an exam room, students must focus on work and avoid disrupting others. If a candidate needs to attract an invigilator's attention, he or she should raise their hand. The school will not tolerate any behaviour which disturbs other candidates. The school reserves the right to report disruptive behaviour to the Awarding Body and to remove those causing disruption from the examination.

Inclusion of inappropriate material in scripts:

The inclusion of anything offensive, obscene or inappropriate may be considered malpractice. Examiners have the right to report any inappropriate materials to the Awarding Bodies.

Possession of unauthorised material:

Taking any unauthorised material into the exam room constitutes malpractice. Unauthorised material includes, but is not limited to, notes, mobile phones, iWatches, iPods and books. Only equipment, etc permitted for the exam may be brought into the exam room. Possession of unauthorised material is reported to the Awarding Body and may lead to loss of marks. Invigilators will remind candidates of the permitted equipment for an exam prior to the start of the paper.

Consequence of Malpractice – Internal and External Assessments:

Awarding Bodies have a number of penalties and sanctions which may be applied if a report of malpractice is substantiated. These range from a written warning, loss of marks to loss of any certification opportunity for that exam season. Awarding bodies may share the information regarding malpractice with other exam boards.

In mock/pre-public/interim examinations, malpractice will be dealt with by the school and relevant sanctions will be applied.

Right to Appeal:

In the event of a report of malpractice, the student will be given the opportunity to write a statement defending or denying their alleged actions. If the malpractice report is upheld by the Awarding Body, there will be an opportunity to appeal. The exam board will send information on the appeal procedure when they send the result of the malpractice report. This information will be passed on to the candidate.

Late arrivals to the examination:

Candidates are expected to be punctual for examinations and arrive to the examination venue a minimum of ten minutes before the start time.

If a candidate might be late due to unforeseen, unavoidable circumstances, this must be reported to the Examinations Officer at the earliest opportunity. The Examination Officer will advise that the candidate must be supervised from the earliest opportunity and should not access the internet, mobile phones or communicate with anyone who may have knowledge of the content of the examination. The person or persons responsible for supervision must write a statement confirming that the candidate had no internet access or mobile phone and could not obtain prior knowledge of the examination prior to their actual arrival.

Late candidates will be permitted to sit the exam at the centre's discretion. We will allow this if we are able to arrange the rooming and supervision of the examination with minimal disruption to other candidates. The school reserves the right to refuse late arrivals to sit the examination if this compromises the integrity of the examination system.

Lateness may be reported to the Awarding Body. They may choose not to mark work or issue a grade. The school will inform candidates if this is the case.

Behaviour Expectations and Malpractice:

Examination candidates are to adhere to the following standards when taking internal or external examinations in order to uphold the integrity of the examination system and to protect students from any suspicion of malpractice.

The school must report incidences of suspected malpractice to the relevant awarding body. The Awarding Bodies have the right to apply a variety of actions in cases of malpractice.

Basic Expectations:

Students must:

- Arrive at least ten minutes before the timetabled start time of their examinations.
- Wear full uniform or, if Sixth Form, appropriate dress as per normal school guidance.
- Behave in accordance with school and examination rules.
- No bring mobile phones, or any other unauthorised material, into the examination room.
- Communicate only with invigilators once in the examination room. Students will not communicate in any way with each other once in the examination room.
- Treat all staff with respect and listen to their instructions.