



# Exams – Malpractice Policy (including Maladministration)

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## **1. Malpractice Policy**

All incidences of suspected malpractice in assessment must be reported by the centre to the relevant awarding body as per the JCQ publication: General and Vocational qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures

## **2. Internal Assessment**

Below are some examples of common malpractice issues related to Controlled Assessment and Coursework, with guidance on how to avoid being suspected of malpractice. More detailed examples of malpractice can be found in the JCQ publication mentioned above.

## **3. Plagiarism**

Plagiarism is presenting work that is not your own work without acknowledging that it is not your own work. 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 should always ensure that they credit the work of others and make sure that they do not copy from another student or internet source. Students not be tempted to steal another candidate's work.

If the school suspects that work is plagiarised prior to a student signing a declaration to state that the work is their own then they may be given a mark of 0. The centre may provide the student with the opportunity to complete a new piece of work under strict supervision, if this is deemed acceptable by the awarding body and the centre is able to provide the necessary arrangements. If the centre has reason to believe that work submitted is not belonging to that student then the centre is not able to accept this as a valid piece of work and the work cannot be submitted to the awarding body. The student will be permitted to present evidence to demonstrate that the centre's suspicions are incorrect and you will be able appeal as per the school examination policy. (available on request from the Examinations Officer).

If irregularities are identified by either the centre or the examiner/moderator subsequent to the signing of an authentication statement then the awarding body must be informed by the centre and a full malpractice investigation conducted. If the breach of regulations is upheld following investigation the awarding body will apply sanctions.

## **4. Communication**

Some pieces of non-examination assessment are completed under formal, exam conditions. If a student communicates with another candidate during these secure exam conditions, then this will be considered malpractice and the school may choose to not mark the work, or to report the behaviour to the awarding body. Students must make sure that they do not work collaboratively with other students when this is against regulations.

## **5. External Assessments/Examinations**

Below are some examples of common malpractice issues related to Examinations, with guidance on how to avoid being suspected of malpractice. More detailed examples of malpractice can be found in the JCQ publication mentioned above.

## **6. Disruptive Behaviour**

Any behaviour which could disturb others is forbidden in the exam room. This includes, but is not limited to, talking, tapping, tearing paper and turning around. When in the exam room students must focus on their work and must not be tempted to disrupt anybody else. If a student needs to attract an invigilator's attention then they should raise their hand high above their head – students must not call out. The school will not tolerate any behaviour which is a deliberate attempt to disturb other candidates. The school reserves the right to report disruptive behaviour to the awarding body, to remove those disrupting others from the examination.

## **7. Inclusion of Inappropriate Materials in Scripts**

The inclusion of anything that is offensive, obscene or inappropriate may be considered malpractice.

Examiners have the right to report any inappropriate materials to the awarding bodies. Students should not include anything, be it text or image, which is not relevant to examination answers.

## **8. Possession of Unauthorised Material**

Taking into the exam room any unauthorised material constitutes malpractice. Unauthorised material includes, but is not limited to, notes, mobile phones, iWatches, iPods and books. Students should only bring into the exam room material permitted on the paper. If a calculator or dictionary is not allowed for the paper, then this equipment should not be brought into the exam room with you. If in doubt, students should check with the invigilator before beginning your exam. Possession of unauthorised material will have to be reported to the awarding body and could lead to sanctions as detailed below.

## **9. Consequences of Malpractice – Internal and External Assessments**

Awarding bodies have a number of penalties and sanctions that they can apply if they uphold a report of malpractice. These range from a written warning, loss of marks to loss of any certification opportunity for that exam season. Awarding bodies can share the information regarding malpractice between each other.

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

## **10. Right to Appeal**

When a report of malpractice is filed, students will be given the opportunity to write a statement defending or denying their alleged actions. If the malpractice report is upheld by the awarding bodies 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.

## **11. Late Arrivals to the Examination**

We expect students to be punctual for your examinations and arrive to the examination venue a minimum of 10 minutes before the start time of your exam.

If a student realises that they are going to be late due to unforeseen, unavoidable circumstances you must contact the Examinations Office at the earliest opportunity to explain this. The Examination Office will advise that a student should be supervised from the earliest opportunity and that they should not access the internet, mobile phones or communicate with anybody who would have knowledge of the content of the examination. The person/s responsible for supervision should be prepared to write a statement confirming that the student had no access to the internet, mobile phones and could not have prior knowledge of examination despite your late arrival.

A late student you will be allowed to sit the exam at the centre's discretion. We will allow the student to sit the examination if we can arrange the rooming and supervision of your examination and it can be arranged with minimal disruption to other candidates. We reserve the right to refuse late arrivals to the examination if it compromises the integrity of the examination system.

If a student is late the relevant awarding body may have to be informed. They may choose not to mark the work or issue a grade. Students will be informed where this is the case. Students will be permitted to write a statement to the awarding body explaining lateness and demonstrating whether they had prior knowledge of the examination as a result of your lateness. This statement will accompany our report to the awarding body.

## **12. Internal assessment and External Assessment Issues**

If any student encounters problems whilst in the examination room or whilst producing Internal Assessments, then they should alert the teacher, supervisor or invigilator as soon as possible by raising their hand. Invigilators cannot help students to decide which questions to answer; they cannot help you to answer a question or explain anything to you.

If there is something that is distracting or detracting from your work, then students should inform the teacher, supervisor or invigilator immediately so that we can attempt to rectify the problem immediately.

If we are not informed that there is an issue we will not know that the student is unhappy and will not be able to help you. If a student notices anything untoward they must tell the teacher, supervisor or invigilator. It is very difficult to put things right once an assessment is completed, therefore the sooner a problem is reported to us that there is a problem the sooner we can try to correct things for you.

This document should be read in conjunction with the Policy for Appeals Against Centre Mark.