



What is Malpractice in Exams?

Malpractice, including maladministration, means any act, default or practice which is a breach of the regulations that apply to the exam or assessment being taken.

Examples of malpractice:

- The alteration or falsification of any results document, including certificates.
- A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations.
- The unauthorised use of alternative electronic devices or technology during remote assessment and remote invigilation.
- Accessing the internet, online materials or AI tools during remote assessment and remote invigilation, where this is not permitted.
- Failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments.
- Collusion: working collaboratively with other candidates, beyond what is permitted.
- Copying from another candidate (including the use of technology to aid the copying).
- Allowing work to be copied e.g. posting work on social networking sites prior to an examination/assessment.
- The deliberate destruction of another candidate's work.
- Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language).
- Failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information online.
- Exchanging, obtaining, receiving, passing on information (or attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication.
- Making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio.
- Allowing others to assist in the production of controlled assessments, coursework, non-examination assessments, examination responses or assisting others in the production of controlled assessments, coursework, non-examination assessments or examination responses.
- The misuse, or the attempted misuse, of the examination and assessment materials and resources (e.g. exemplar materials).
- Being in possession of unauthorised confidential information about an examination or assessment.
- Bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in an open book examinations).
- The inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings direct at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios.
- Personation: pretending to be someone else, arranging for another person to take one's place in an examination or assessment.



- Plagiarism: unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and artificial (AI) tools).
- Theft of another candidate's work.
- Being in possession (whether used or not) of unauthorised material during an examination or assessment, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), watches, instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, AirPods, MP3/4, pagers, or other similar electronic devices.
- The unauthorised use of a memory stick or similar device where a candidate uses a word processor.
- Facilitating malpractice on the part of other candidates.
- Behaving in a manner to undermine the integrity of the examination.

Candidates should note that watches of any kind are not permitted in the exam room.

Candidates and parents/carers should be aware that attempting to unfairly influence a centre staff member may be defined as malpractice and lead to sanctions as details in the JCQ document.

The above carry different levels of sanctions and must be reported to the Awarding Organisations and may result in **disqualification.**

Sanctions and Penalties

Examples of sanctions and penalties applied by awarding bodies:

- **Warning:**

Candidate issued with a warning that if he/she commits malpractice within a set period, further specified sections will be applied.

- **Loss of all marks for a section:**

The candidate loses all marks gained for a discrete section of the work.

- **Loss of all marks for a component:**

The candidate loses all the marks gained for a component.

- **Loss of all marks for a unit:**

The candidate loses all the marks gained for a unit.

- **Disqualification from a unit:**

The candidate is disqualified from the unit.

Disqualification from all units in one or more qualifications

Disqualification from a whole qualification

Disqualification from all qualifications taken in that series.

- **Candidate debarred:**

The candidate is barred from entering for one or more examinations for a set period time.