



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.
- 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.
- the alteration or falsification of any results document, including certificates.
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- 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.
- theft of another candidate's work.
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches, 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.

These carry different levels of sanctions and must be reported to the Awarding Organisations and may result in **disqualification. Further information on sanctions and penalties follows.**



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.