



MALPRACTICE POLICY

2023/24

This procedure is reviewed annually to ensure compliance with current regulations

Approved/Reviewed by	
Date of next review	

Malpractice Policy (Exams)

Centre Name	Parklands High School
Centre No	46909
Date Policy created	24.04.2024
Current Policy approved by	Mr Jonny Galbraith
Current Policy reviewed by	Mr Jonny Galbraith
Date of next review	24.04.2025

Key Staff involved in the Policy

Role	Name
Head of Centre	Mrs Clare Batson
Senior Leader	Mr Jonny Galbraith
Exams Officer	Mrs Sarah Adamson

Introduction

What is malpractice and maladministration?

Malpractice and maladministration are related concepts, the common theme of which is that they involve a failure to follow the rules of an examination or assessment. This Policy and procedure uses the word malpractice to cover both malpractice and maladministration and it means any act, default or practice which is:

- a breach of the regulations
- a breach of awarding body requirements regarding how qualifications should be delivered
- a failure to follow established procedures in relation to a qualification

Which:

- gives rise or prejudice to candidates
- compromises public confidence in qualifications
- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body centre

Candidate malpractice

Candidate malpractice means malpractice by a candidate in connection with any examination or assessment including:

- the preparation and authentication of any controlled assessments, coursework or non-examination assessments,
- the presentation of any practical work
- the compilation of portfolios of assessment evidence
- the writing of any examination paper

Centre staff malpractice

Centre staff malpractice means malpractice committed by:

- A member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre

Or

- An individual appointed in another capacity by a centre such as an invigilator, a communication professional, a language modifier, a practical assistant, a prompter, a reader or a scribe

Suspected malpractice

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice.

Purpose of the Policy

To confirm that Parklands High School:

Has in place a written malpractice policy which covers all qualifications delivered by the Centre and details how candidates are informed and advised to avoid committing malpractice in examinations/assessments, how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body

General principles

In accordance with the regulations Parklands High School will:

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations have taken place
- Inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation
- As required by an awarding body, gather evidence of any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication Suspected Malpractice – Policies and Procedures and provide such information and advice as the awarding body may reasonably require

Preventing Malpractice

Parklands High School has in place:

Robust processes to prevent and identify malpractice, as outlined in Section 3 of the JCQ publication Suspected Malpractice: Policies and Procedures

This includes ensuring that all staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the JCQ documents.

Additional information:

Informing and advising candidates how to avoid committing malpractice in examinations/assessments

All candidates are given electronic copies of JCQ's information for candidates, consisting of:

- Non examination assessments
- On screen tests
- Social Media
- Written exams
- Unauthorised materials poster
- AI Misuse

Once the above have been sent all candidates sign the candidate/declaration form for exams and assessments. The signed forms are then kept in the exams officers secure office.

The above information for candidate posters are also displayed within the exam notice boards.

Candidates also attend various assemblies throughout the year where the exam regulations are again discussed.

Teachers and assessors must only accept work for assessment which they consider to be the student's own. Where a teacher has doubts about the authenticity of a student's work submitted they must investigate and take appropriate action using the JCQ forms supplied by the exams officer.

Identification and reporting of malpractice

Escalating suspected malpractice issues

Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels:

The member of staff or invigilator must report directly to the Exams Officer who will issue the candidate with the details of the alleged malpractice using the appropriate JCQ forms. The candidate will be asked to provide a written statement to be sent to the relevant awarding body along with the staff or invigilator statement and any evidence.

Reporting suspected malpractice to the awarding body

- The Exams Officer along with the Head of Centre will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice, using the JCQ forms, and will conduct any investigation and gathering of information in accordance with the JCQ regulations.
- The Head of Centre alongside the Exams Officer and the candidates Head of House will ensure that where a candidate who is a child/vulnerable adult is the subject of a malpractice investigation, the candidates parent/carer/appropriate adult is kept informed of the progress of the investigation.
- Form JCQ/M1 will be used to notify an awarding body of an incident of candidate malpractice. Form JCQ/M2 will be used to notify an awarding body of an incident of suspected staff malpractice/maladministration.
- Malpractice by a candidate discovered in a controlled assessment, coursework or non-exam assessment component prior to the candidate signing the declaration of authentication need not be reported to the awarding body but should be dealt with in accordance to the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.
- If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual(a candidate or member of staff) will be informed of the rights of accused individuals.
- Once the information gathering has concluded, the Head of Centre (or other appointed information gatherer) will submit a written report summarising the information obtained and actions taken to the relevant awarding body, accompanied by the information obtained during the course of their enquiries.

- The awarding body will decide on the basis of the report, and any supporting documentation, whether there is evidence of malpractice and if any further investigation is required. The Head of Centre will be informed accordingly.

Communicating malpractice decisions

Once a decision has been made it will be communicated in writing to the Head of Centre as soon as possible. The Head of Centre will communicate the decision to the individuals concerned and pass on details of any sanctions and action in cases where this is indicated. The Head of Centre will also inform the individuals if they have the right to appeal.

Appeals against decisions made in cases of malpractice

Parklands High School will:

- Provide the individual with information on the process and timeframe for submitting an appeal, where relevant
- Refer to further information and follow the process provided in the JCQ documentation