



Woodhey High School Malpractice Policy (Exams)

2022/23

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Reviewed by: Clare Dewhurst (Exams Officer)	
Approved by: Lisa Dobson (Deputy Head Teacher)	
Date of next review	October 2023

Key staff involved in the policy

Role	Name(s)
Head of Centre	Dean Watson
Senior Leader(s)	Lisa Dobson (Deputy Head Teacher), Gary Holden (Assistant Head Teacher)
HOF/HOD/Subject Leaders	T Moore (Head of DT), L Aldred (SL Of Art), C Done (SL of Music), G Pierre (Head of English & Film), I Bowerbank (SL Of Geography), M Clough (History), J Fair-Lawton (Head of Humanities), M Barlow (Head of Languages), M Malone (Head of Maths), J Hill (Head of Food), S Goudy (SL of Sociology), A Harper (Head of PE), H Harber (Business, Computing, i-Media, Enterprise & Marketing), A MacDoanald (Head of Science), A Speakmand (Head of Drama), B Walton (SL Travel and Tourism), O Waterworth (SL of Dance), M Yates (Child Development),
Exams Officer	Clare Dewhurst
Data and Examinations Manager	Tracey Cardus

Introduction

Woodhey High School manages malpractice, in accordance with the JCQ General Regulations for Approved Centres (section 5.11).

In accordance with the regulations Woodhey High School will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after the examinations;
- 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, including:
 - the JCQ M1 form in a case of suspected candidate malpractice
 - the JCQ M2 form in a case of suspected malpractice/maladministration involving a member of centre staff;
- as required by an awarding body, investigate any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication *JCQ Suspected Malpractice: Policies and Procedures 2022-2023* and provide such information and advice as the awarding body may reasonably require.

Where reference is made to candidates, this includes any private candidates accepted by the centre.

Aims

- To identify and minimise the risk of malpractice by staff or learners;
- To respond to any incident of alleged malpractice promptly and objectively;
- To standardise and record any investigation of malpractice to ensure openness and fairness
- To impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven;
- To protect the integrity of this centre and qualifications.

Definition of Malpractice by Learners

'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 and the writing of any examination paper.

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

- Misuse of examination material.
- Behaving in such a way as to undermine the integrity of the examination.
- Failing to abide by the instructions or advice of an invigilator, supervisor or the awarding body in relation to the examination rules and regulations.

- Failing to abide by the conditions of supervision designed to maintain the security of the examinations.
- Disruptive behaviour in the examination room (including the use of offensive language).
- Introduction of unauthorised material into the examination room e.g. notes, study guides and personal organisers, own blank paper, calculators, dictionaries (when prohibited), personal stereos, mobile phones, watches, headphones MP3/4 players or other similar devices.
- Introducing into the examination room notes in the wrong format (when notes are permitted) or incorrectly annotated texts (in open book examinations).
- Obtaining, receiving, exchanging or passing on information which could be examination related (or the attempt to) by means of talking or written paper/notes.
- The inclusion of inappropriate, offensive or obscene material in scripts or coursework.
- Copying from another candidate (including the misuse of ICT to do so).
- Plagiarism: the failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own.
- Theft of another's work.
- The deliberate destruction of another's work.
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work.
- Fabrication of results or evidence.
- False declaration of authenticity in relation to the contents of a portfolio or coursework.
- Impersonation, by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.
- The alteration of any results documents, including certificates.

Definition of Malpractice by Centre Staff

'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.

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

- Moving the time or date of a fixed examination (beyond that permitted) without notifying the relevant awarding body.
- Failing to keep examination papers secure prior to the examination.
- Obtaining unauthorised access to examination material prior to an examination.
- Assisting candidates in the production of coursework, beyond that permitted by the regulations.

- Allowing candidates unsupervised access to coursework exemplar material, whether this is the work of former students or that provided by the awarding body.
- Failing to keep student computer files secure.
- Assisting or prompting candidates with the production of answers.
- Improper assistance to candidates.
- Inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made.
- Failure to keep candidate coursework/portfolios of evidence secure.
- Fraudulent claims for certificates.
- Inappropriate retention of certificates.
- Producing falsified witness statements, for example for evidence the learner has not generated.
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/ coursework.
- Facilitating and allowing impersonation.
- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment.
- Falsifying records/certificates, for example by alteration, substitution, or by fraud.

Procedures to minimise the risk of learner malpractice

- All candidates receive a copy of the awarding bodies' regulations regarding coursework and examinations. During the course of the examination period, notices are displayed both in the area immediately outside the examination room and on display in the examination area.
- Verbal announcements before the beginning of every exam, candidates are given a verbal reinforcement of the awarding body's regulations.
- Candidates are given the opportunity to hand in mobile phones, notes, watches etc prior to the exam commencing.
- Candidates each have their own secure ICT login.
- Deputy Head Teacher/SLT will hold an assembly with candidates prior to the exams commencing to inform them of the expectations within the exam room.
- Staff are emailed a link to the exams policies and the process of conducting coursework and NEAs, which are accessible in the 'Communal Staff Documents' folder and have to submit a read receipt to confirm that they have read the policies.

- Teaching staff are not allowed to invigilate external exams.
- Teaching staff are not allowed in the rooms where external exams are taking place.

Reporting malpractice for Candidates

The Exams Officer along with the Assistant Head Teacher (Raising Standards) will conduct a full enquiry into the malpractice, in conjunction with the Head of Centre. If malpractice is deemed to have taken place then a full written report (using Form JCGQ/M/01 where appropriate) will be submitted to the awarding body with supporting evidence.

Candidates accused of malpractice:

- will be made fully aware at the earliest opportunity of the nature of the alleged malpractice. The parents/guardians of the candidates are also notified in writing of the alleged malpractice and of the possible consequences;
- will be advised that a copy of the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures can be found on the JCQ website;
- will be informed of what evidence there is to support the allegation;
- will be informed of the possible consequences should malpractice be proven;
- will have the opportunity to consider their response to the allegations;
- will have the opportunity to submit a written statement;
- will have the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required);
- will be informed of the applicable appeals procedure should a decision be made against him or her;
- will be informed of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators and other appropriate authorities.

A report will be submitted by completing the appropriate documentation as guided by the individual awarding body concerned, including the form JCQ M1 Report of suspected candidate malpractice.

- This form must be used by the head of the centre to notify the appropriate awarding body of an instance of suspected candidate malpractice in the conduct of examinations or assessments.
- It can also be used to provide a report on investigations into instances of suspected malpractice.
- In order to prevent the issue of erroneous results and certificates, it is essential that the awarding body concerned is notified immediately of instances of suspected candidate malpractice.
- At all times will comply with the data protection law.

Reporting Malpractice for Staff

Investigations into any case of malpractice or irregularities against a member of staff must normally be carried out in the first instance by the Head of Centre in conjunction with the Awarding Body. Investigations into alleged malpractice or irregularities against the Head of Centre must be carried out by the Chair of the School's Governing Body, or the responsible employer, and reported to the awarding body when completed.

Any member of staff accused of malpractice or irregularities:

- will be made fully aware at the earliest opportunity of the nature of the alleged malpractice, and the possible consequences should malpractice be proven;
- will be made aware of the avenues for appealing should a judgement go against him or her;
- may be accompanied by a friend or union representative when a member of the awarding body's staff is present at an interview with the staff member concerned.

A report on cases where members of staff are found to have committed malpractice, together with details of the action taken by the Head of Centre, the Governing Body or the responsible employer must be forwarded to the regulatory authorities and may be made available to other Awarding Bodies if the Awarding Body decides that the circumstances of the case are sufficiently serious to warrant such reports being made.

A report will be submitted by completing the appropriate documentation as guided by the individual awarding body concerned, including the form JCQ M2 Notification of suspected malpractice/maladministration involving centre staff.

- This form must be completed by the head of centre before an investigation commences to notify an awarding body of an instance of alleged, suspected or actual malpractice or maladministration.
- The form must be completed and submitted to the appropriate awarding body immediately a suspicion is raised or an allegation received.

Plagiarism

Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

Students can avoid plagiarism by:

- giving credit whenever they use another person's idea, opinion or theory; any facts, statistics, graphs, drawings; any pieces of information that are not common knowledge; or quotations of another person's actual spoken;
- by giving credit when paraphrasing another person's spoken or written words;
- informing their teacher if they have received help and guidance from someone other than their teacher, their teacher will then record the nature of the assistance given.
- putting in quotations everything that comes directly from the text, especially when taking notes.