



Clapton Girls' Academy is committed to safeguarding and promoting the wellbeing of young people and expects all staff and volunteers to share this commitment.

EXAMS MALPRACTICE POLICY

Coordinator	Vicky Reed
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Agreed by Trustees on	N/A
This policy is communicated by the following means:	
Trustees	When policy reviewed
Staff	Policy folders on staff SharePoint
Parents	Academy website
Students	Academy website, student notices

Contents

1. Purpose of the policy.....	2
2. Malpractice.....	2
3. Candidate Malpractice.....	2
3.1 Examples of candidate malpractice	2
3.2 Dealing with Suspected Candidate Malpractice.....	3
3.3 Sanctions for Candidate Malpractice	4
3.4 Right to Appeal – Candidate Malpractice.....	4
4. Centre Staff Malpractice.....	5
4.1 Examples of centre staff malpractice	5
4.2 Dealing with Suspected Staff Malpractice.....	5
4.3 Sanctions for Centre Staff Malpractice	5
4.4 Right to Appeal – Centre Staff Malpractice	6



1. Purpose of the policy

This policy details the procedures of Clapton Girls' Academy for dealing with suspected malpractice and breaches of security in the examinations process in accordance with the requirements of JCQ Suspected Malpractice: Policies and Procedures.

This policy deals with both suspected candidate malpractice and suspected centre staff malpractice.

2. Malpractice

JCQ define malpractice as:

“Any act, default or practice which is a breach of the Regulations or which:

- Gives rise to prejudice to candidates; and/or
- Compromises public confidence in qualifications; and/or
- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- Damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre”

Malpractice can occur in a range of circumstances:

- Intentional – incidents are carried out purposefully with the aim to give unfair advantage in an examination or assessment.
- Unintentional – incidents arise due to a lack of awareness, carelessness, or forgetfulness in applying regulations.
- Environmental – incidents occur as a result of circumstances which are beyond the control of the people involved (e.g. supervision of candidates is disrupted by an emergency alarm).

3. Candidate Malpractice

3.1 Examples of candidate malpractice

(this list is not exhaustive):

- 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.
- 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 the 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 assessment, coursework or non-examination assessment or assisting others in the production of controlled assessment coursework or non-examination assessment.
- The misuse, or the attempted misuse, of 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 open book examinations).
- The inclusion of inappropriate, offensive, obscene, homophobic, transphobic, racist or sexist material in scripts, controlled assessments, coursework, non-examination assessments or portfolios.
- Impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment.
- Plagiarism: unacknowledged copying from, or reproduction of, the work of others or published sources or incomplete referencing.
- 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, watches 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 so as to undermine the integrity of the examination.

3.2 Dealing with Suspected Candidate Malpractice

a) Internally Marked NEA, Controlled Assessment or Portfolio Assignment

If a member of staff suspects a candidate of malpractice, the candidate will be informed and the allegations will be explained. The candidate will have the opportunity to give a statement before any final decision is made. If the candidate accepts that malpractice has occurred and has not yet signed a candidate declaration, they will be given the opportunity to repeat the assignment. If the malpractice is proven following the investigation, centre staff may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.



If malpractice is discovered after a candidate has signed a declaration, this will be reported to the Awarding Body in accordance with the requirements of JCQ Suspected Malpractice: Policies and Procedures.

b) Externally Marked Examinations

If a member of staff suspects a candidate of malpractice during an externally marked examination, the candidate and their parents will be informed and an investigation will be undertaken by the Head of Centre and Exams Manager.

All cases of suspected candidate malpractice will be reported to the Awarding Body in accordance with JCQ regulations and requirements.

As part of the investigation the candidate and their parents will be:

- informed of the allegation made against them
- informed what evidence there is to support the allegation
- informed of the possible consequences should the malpractice be proven
- given the opportunity to consider their response to the allegation
- given the opportunity to submit a written statement
- informed of the Awarding Body outcome
- informed of the applicable appeals procedure should a decision be made against them

3.3 Sanctions for Candidate Malpractice

Where a candidate has been reported to an Awarding Body for suspected malpractice, which is subsequently proven, the following sanctions may be imposed:

- **Warning:** the candidate will be issued with a warning that if the offence is repeated within a set period of time, further specified sanctions will be applied.
- **Loss of marks for a section:** the candidate loses all the marks gained for a discrete section of the work. A section may be part of a component or a single piece of controlled assessment if this consists of several items.
- **Loss of marks for a component:** the candidate loses all the marks gained for a component.
- **Disqualification from a whole qualification:** The candidate is disqualified from the whole qualification taken in the exam series or academic year.
- **Disqualification from all qualifications taken in the exam series:** If circumstances suggest, the above penalty may be applied to other qualifications.
- **Candidate debarred:** The candidate is barred from entering one or more examinations for a set period of time. This penalty may be applied in conjunction with any of the other penalties above if the circumstances warrant it.

3.4 Right to Appeal – Candidate Malpractice

A candidate may appeal against sanctions imposed on them. Appeals will be made by the centre on behalf of a candidate and conducted in accordance with the JCQ Suspected Malpractice in Examinations and Assessments Policies and Procedures and Awarding Body Procedures.



4. Centre Staff Malpractice

4.1 Examples of centre staff malpractice

(this list is not exhaustive):

- Breach of security
- Deception
- Improper assistance to candidates
- Failure to cooperate with an investigation
- Maladministration

4.2 Dealing with Suspected Staff Malpractice

Investigations into allegations will be coordinated by the Head of Centre and Exams Manager, who will ensure the initial investigation is carried out within ten working days and in accordance with the JCQ regulations and requirements.

The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. Where appropriate, the staff member concerned and any potential witnesses will be interviewed and their version of events recorded.

The member of staff will be:

- informed in writing of the allegation made against them
- informed what evidence there is to support the allegation
- informed of the possible consequences, should malpractice be proven
- given the opportunity to consider their response to the allegations
- given the opportunity to submit a written statement
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)
- informed of the applicable appeals procedure, should a decision be made against them
- informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or relevant professional bodies.

4.3 Sanctions for Centre Staff Malpractice

Where a member of staff has been reported to an Awarding Body for suspected malpractice which is not proven but where concerns are still warranted, the following sanctions may be imposed:

- **No formal action:** this may be applicable where allegations are determined to be unfounded or unsubstantiated or where informal management action is deemed to be a more appropriate response to the concerns about alleged malpractice. In such circumstances informal action/ training may be applicable.
- **Training:** the member of staff will be required, as a condition of future involvement in both internal and external assessments, to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training.



- **Special conditions:** Impose special conditions on the future involvement in assessments by the member of staff.
- **Suspension from exam and assessment administration processes:** Bar the member of staff from all involvement in the administration of assessments for a set period of time.

Where a member of staff has been reported to an Awarding Body for suspected malpractice, which is subsequently proven, the following sanctions may be imposed:

- **First written warning:** this will be issued where there is serious concern about the standard of performance or where the allegations of misconduct are found to be justified and informal management action alone is deemed to be an insufficient response.
- **Final written warning:** this will be appropriate in cases of very serious concern about conduct or performance where the employee's actions have had, or are liable to have by their continuation, a harmful impact on the academy, such as on the education of students or the safety or welfare of others
- **Dismissal:** this is a last resort and is only likely to be an appropriate consideration in cases where the alleged malpractice is likely to constitute gross misconduct. In such cases, the Headteacher will refer the matter to Trustees for consideration at a hearing under Stage Three of the Disciplinary and Capability procedure. Suspension of the employee must also be considered in such circumstances (see Disciplinary and Capability Policy for full details).

4.4 Right to Appeal – Centre Staff Malpractice

There shall be a right of appeal against any decision to impose a written warning or other formal sanction as a result of action taken by the employee's line/ senior manager, the Headteacher or by Trustees. In exercising this right, the employee must confirm the grounds on which they are making the appeal. Appeals will be conducted in accordance with JCQ regulations and requirements.