

Ysgol Pentrehafod

Pentrehafod School



Examination Malpractice Policy

Polisi Camymddwyn Arholiad

Date of Review May 2021

Dyddiad yr Adolygiad Mai 2021

Date of Next Review May 2022

Dyddiad yr Adolygiad Nesaf Mai 2022

Policy Reviewed by:

Mrs S M Davies

Examinations Officer, Pentrehafod School



Examination Malpractice Policy

Introduction

Malpractice is deemed to be those actions and practices which threaten to undermine the integrity of public examinations or assessment, and/or damage the authority of those responsible for conducting them.

Centre Staff Malpractice

The following are examples of malpractice by Centre staff. The list is not exhaustive and other instances of malpractice may be considered and acted upon.

- 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/controlled assessments, 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.

Candidate Malpractice

The following are examples of malpractice by candidates. The list is not exhaustive and other instances of malpractice may be considered and acted upon.



- 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 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.
- Impersonation: pretending to be someone else, arranging for another to take one's place in an examination.
- The inclusion of inappropriate, offensive or obscene material in scripts or coursework.
- Copying from another candidate (including the misuse of ICT to do so).
- Collusion: working collaboratively with other candidates.
- 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.
- The alteration of any results documents, including certificates.



Procedures for informing candidates of Awarding Bodies' regulations

All candidates in Year 10 & 11 receive a copy of the Awarding Bodies' regulations regarding coursework and examinations (contained in an External Examination Information booklet). Notices are also displayed in strategic places throughout the School and printed on the back of student's individual timetables.

Procedures for investigating alleged malpractice

All cases of malpractice are to be reported to the Examinations Officer/BTEC Coordinator who will inform the Headteacher. The School will then follow Joint Council for Qualifications (JCQ) current guidelines as set out in the Suspected Malpractice in Examinations & Assessment Policies & Procedures document.

Investigation by the School into alleged malpractice by candidates

The Examinations Officer will conduct a full enquiry into the malpractice in conjunction with the Headteacher or a member of the Headship Team. If malpractice is deemed to have taken place then a full written report (using Form JCQ/M1 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, and of the possible consequences should be malpractice proven. The parents/carers of the candidates will also be notified in writing of the alleged malpractice and of the possible consequences.

Candidates accused of malpractice must be given the opportunity to respond (preferably in writing) to allegations made.



Candidates accused of malpractice should be made aware of the avenues for appealing should a judgement be made against him or her. Full details of an Awarding Body's appeals procedure will be sent to the candidate and parents/carers if the judgement goes against the candidate.

The candidate and parents/carers will be informed in writing of the outcome of the Awarding Body's decision.

Investigation by the School into alleged malpractice by members of 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 Headteacher of the School, in conjunction with the Awarding Body. Form JCQ/M2a (Notification of suspected malpractice/maladministration involving Centre staff) should be used to notify the appropriate Awarding Body.

Investigations into alleged malpractice or irregularities against the Headteacher 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 must be made fully aware (preferably in writing) at the earliest opportunity of the nature of the alleged malpractice, and the possible consequences should malpractice be proven.

Any member of staff accused of malpractice or irregularities must have the opportunity to respond (preferably in writing) to allegations made.

Any member of staff accused of malpractice or irregularities must be made aware of the avenues for appealing should a judgement go against him or her.



When investigating serious cases of alleged staff malpractice, it may be necessary for a member of the Awarding Body staff to be present at an interview with the staff member concerned. The member of staff being interviewed may be accompanied by a friend or union representative.

In accordance with the requirements of the Code of Practice and the Arrangements for the Statutory Regulation of External Qualifications in England, Wales and Northern Ireland, a report (JCQ/M2b) on cases where members of staff are found to have committed malpractice, must be forwarded to the regulatory authorities. Details of the action taken by the Headteacher, the Governing Body or the responsible employer must also be included. This information 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.

Reports

It is the responsibility of the Headteacher, acting on behalf of the Awarding Body, to submit a full written report of an investigation and to provide the following where appropriate:

- A statement of the facts, a detailed account of the circumstances and details of any investigations carried out by the Centre.
- Written statement(s) from the invigilators or other staff concerned.
- Written statements from the candidate(s) concerned.
- Any mitigating factors (e.g. relevant medical reports).
- Information about the School's procedures for advising candidates of the Awarding Bodies' regulations.
- Seating plans.
- Unauthorised material found in the examination room.
- Any work of the candidate and any associated material (e.g. source material for coursework) which is relevant to the investigation.



Key, Supporting Publications:

- External Examinations Information Booklet.
- JCQ current guidelines as set out in the Suspected Malpractice in Examinations & Assessment Policies & Procedures document.
- Code of Practice and the Arrangements for the Statutory Regulation of External Qualifications in England, Wales and Northern Ireland.

Document Management

Document Ratification

This Policy was presented to Governors on 13th May 2021.

It will be reviewed in **May 2022** or if National and Local Policy or Guideline is updated.

Signed.....

Mrs M Hughes

Chair of Governors