



MALPRACTICE IN EXAMINATIONS OR ASSESSMENTS

This policy describes the procedures to be followed in cases where there is reason to suspect malpractice.

Malpractice means any act or practice which is a breach of the regulations and so:

- 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 the school, or any employee of any awarding body or the school.

Reference should also be made to the JCQ document '*Suspected Malpractice Policies & Procedures*' (<http://www.jcq.org.uk/exams-office/malpractice>).

This policy is applicable to all examinations and assessments that contribute to qualifications with awarding bodies. It also describes the procedures to be followed where there is reason to suspect malpractice in internal examinations or key internal assessments.

This policy also covers forms of malpractice that do not relate directly to sitting an examination, for example handling of examination question papers, candidate scripts, mark sheets, cumulative assessment records, results and certificates. Please note, this list is not exhaustive. The term maladministration may also be used for these forms of malpractice.

In all cases Parmiter's is committed to act in a fair, thorough, impartial and timely manner and to notify the appropriate bodies/authorities as required.

Instances of malpractice arise for a variety of reasons:

- Some incidents are intentional and give an unfair advantage in an examination or assessment;
- Some incidents arise due to lack of awareness of the regulations, carelessness or forgetfulness in applying the regulations;
- Some occur as a result of the force of circumstances which are beyond the control of those involved (e.g. a fire alarm sounds in an examination).

Irrespective of the underlying cause or the people involved (students, teachers or other third parties, e.g. parents, siblings) all allegations of malpractice need to be investigated. This is to protect the integrity of the qualification / assessment and to be fair to all students.

Reporting allegations of malpractice:

Invigilators who suspect malpractice during public examinations, internal examinations or assessment must report this immediately to the Examination Officer. The Examination Officer will then liaise with Mrs Berks, Deputy Headteacher or Ms Absalom, Assistant Headteacher

Teachers who suspect malpractice during the marking of examinations, assessments or non-examination assessment must report this immediately to their Head of Department. If the Head of Department agrees there are grounds to suspect malpractice it should be reported immediately to Mrs Berks, Deputy Headteacher

If a student suspects malpractice by another student or a member of staff they should report it immediately to an appropriate member of staff (e.g. Head of Year, Head of Department, Examination Officer) who will liaise with Mrs Berks, Deputy Headteacher.

If a member of staff suspects malpractice by a colleague they should report it immediately in accordance with the schools *Whistleblowing Policy & Procedure*.

The school is aware that the reporting of malpractice by a member of staff or a student can create a difficult environment for that staff member or student. Accordingly, in line with JCQ guidelines, the school will try to protect the identity of an informant if this is asked for at the time the informant gives information.

Procedures for dealing with allegations of malpractice:

1) For examinations and assessments that contribute to qualifications with Awarding Bodies (ie public examinations)

The handling of malpractice complaints and allegations related to any aspect of the examinations and assessments will be dealt with according to the JCQ procedures given in '*Suspected Malpractice Policies & Procedures*' document. In these cases all suspicions or actual incidents of malpractice must be reported immediately to the Awarding Body. The only exception to this is malpractice by a candidate discovered in non-examination assessment before the authentication forms have been signed by the candidate.

Unless the Awarding Body decides to investigate directly, an investigation into an allegation of malpractice will be carried out in a timely manner by the Head of Centre or a senior member of staff nominated by the Head of Centre.

The member of staff responsible for conducting the investigation will aim to establish the full facts and circumstances of any alleged malpractice. It will not be assumed that because an allegation has been made, it is true. If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, the individual will be informed of the allegation made against him or her. The parents/carers of a student will also be informed. The individual and their parents/carers (if appropriate) will have an opportunity to respond to the allegations before the sanction or penalty is decided.

2) For internal examinations and assessments

To ensure a fair and thorough process, all allegations of malpractice will be managed according to the procedures for public examinations (but without the need to notify any Awarding Body).

Sanctions and penalties

For all cases reported to the Awarding Body it is for the Awarding Body to decide on the appropriate sanction and penalty.

For all internal cases guidance on appropriate sanctions and penalties will be taken from the JCQ document '*Suspected Malpractice Policies & Practice*' appendices 4, 5 & 6.

Standard penalties issued by the school may include: warning, loss of marks for a section, loss of all marks for a component/unit or removal of a candidate from future examinations. Candidates may also be required to rewrite / resit an assessment or examination; normally this will be done in a Saturday detention.

In all cases, details of the allegation, the investigation, the conclusion of the investigator and the penalty applied will be kept on the student's file.

In all cases where the school applies a sanction and/or penalty the student and/or their parents/carers have the right to appeal against the decision of the investigator and the sanction and/or penalty. Please refer to the school's internal appeals procedures.