



Excellence for All

EXAMINATION AND ASSESSMENT MALPRACTICE POLICY

Rationale

The JCQ guidance: [Suspected Malpractice Policies and Procedures](#) will be followed in conjunction with this policy in the event of any dispute or allegation regarding staff or student malpractice in the assessment of all internally marked qualifications and for all examinations invigilated by staff at the school and/or marked externally:

- GCSE
- Functional Skills
- BTEC
- Entry Level Certificate
- ASDAN
- Laser
- Arts Award

Staff malpractice

Examples of Malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by staff with regards to portfolio-based qualifications. This list is not exhaustive:

- Tampering with candidates' work prior to external moderation/verification
- Assisting candidates with the production of work outside of the awarding body guidance
- Fabricating assessment and/or internal verification records or authentication statements

The following are examples of malpractice by staff with regard to examinations:

- Assisting candidates with exam questions outside of the awarding body guidance
- Allowing candidates to talk, use a mobile phone or go to the toilet unsupervised
- Tampering with scripts prior to external marking taking place.

Staff Malpractice Procedure

Investigations into allegations will be co-ordinated by the Head of Centre, who will ensure the initial investigation is carried out within ten working days. 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 on paper.

The member of staff will be:

- Informed in writing of the allegation made against him or her
- 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 him/her
- 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 professional bodies including the GTC.

If work is submitted for moderation/verification or for marking which is not the candidate's own work, the awarding body may not be able to give that candidate a result.

Staff Malpractice Sanctions

Where a member of staff is found guilty of malpractice, Manor Green School may impose the following sanctions:

1. **Written warning:** Issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied.
2. **Training:** Require the member of staff, 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.
3. **Special conditions:** Impose special conditions on the future involvement in assessments by the member of staff.
4. **Suspension:** Bar the member of staff in all involvement in the administration of assessments for a set period of time.
5. **Dismissal:** Should the degree of malpractice be deemed gross professional misconduct, the member of staff could face dismissal from his/her post.

Appeals

The member of staff may appeal against sanctions imposed on them. Appeals will be conducted in line with Manor Green School's Capability Policies or Disciplinary Policy, depending upon the circumstances.

Student malpractice

Exam information will be updated and published on the school website for each academic year. This information will be shared with teachers for sharing with candidates in each exam series. This information includes the JCQ Suspected Malpractice Policies and Procedures and the school's Malpractice Policy.

Examples of Malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by students with regards to portfolio-based qualifications. This list is not exhaustive:

- **Plagiarism:** the copying and passing off as the student's own work, the whole or part of another person's work
- **Collusion:** working collaboratively with other learners to produce work that is submitted as the student's only
- **Failing to abide by the instructions of an assessor** – this may refer to the use of resources which the student has been specifically told not to use

- The alteration of any results' document.
- The misuse of Artificial Intelligence.

The school ensures that staff delivering/assessing coursework, internal assessments and/or non-examination assessments are aware of centre procedures relating to the authentication of learner work and have robust processes in place for identifying and reporting plagiarism (including AI misuse) and other potential candidate malpractice.

Candidate malpractice offences relating to the content of work (i.e. inappropriate/offensive content, copying/collusion, plagiarism (including AI misuse) and/or false declaration of authentication) which are discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication do not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where the offence does not relate to the content of candidates' work (e.g. possession of unauthorised materials, breach of assessment conditions) or where a candidate has signed the declaration of authentication, must be reported to the awarding body.

If a teacher suspects a student of malpractice, the student will be informed and the allegations will be explained. The student will have the opportunity to give their side of the story before any final decision is made. If the student accepts that malpractice has occurred, he/she will be given the opportunity to repeat the assignment. If found guilty of malpractice following an investigation, the teacher may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

The following are examples of malpractice by students with regards to examinations. This list is not exhaustive:

- Talking during an examination
- Taking a mobile phone into an examination
- Taking any item other than those accepted by the awarding body into the examination, such as a book or notes
- Leaving the examination room without permission
- Passing notes or papers, or accepting notes to, or accepting notes or papers from another student.

If an invigilator suspects a student of malpractice during an examination, the student will be informed and the allegations will be explained. The student will have the opportunity to give their side of the story before any final decision is made. The Head of Centre must notify the appropriate awarding board of all alleged, suspected or actual incidences of malpractice. The investigation will involve establishing the full facts and circumstances of any alleged malpractice. If it is necessary to delegate the gathering of information to a senior member of centre staff, then the awarding body's agreement must be obtained and the senior member of centre staff chosen must be independent and not connected to the department or candidate involved in the suspected malpractice. The school must ensure that, where a candidate is a child or an adult at risk and is the subject of a malpractice investigation, the candidate's parent/carer/ appropriate adult is kept informed of the progress of the investigation. If the student is found guilty of malpractice, the awarding body will be informed and the student's examination paper will be withdrawn. It is unlikely that the student will have the opportunity to repeat the examination.

Appeals

In the event that a malpractice decision is made, which the student feels is unfair; the student has the right to appeal – see Exam Appeals' Policy.

This section details the measures in place to prevent malpractice and, where that proves impossible, to handle cases in accordance with awarding organisation requirements.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website;
- the School Bus Compliance Manager

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

Review of procedure

This policy will be reviewed annually.

The Governing Board approved this policy on date:

Signed: Colin Hayfield Chair of Governors

Signed: Helen Hannam, Headteacher

Date of review or revision	Description	Author or reviewing officer
April 2026	Minor updates to personnel involved in the staff malpractice procedure-Head of Centre instead of Associate Headteacher. Updates to student malpractice section to include further information about the investigation should it need to be delegated to another member of staff. Also to include carers/parents being informed if child at risk. Include the misuse of AI. Change to when this policy is reviewed.	Nicola Camano

	Addition of Appendix 1-Candidate Notification Form	

SUSPECTED MALPRACTICE: **CANDIDATE NOTIFICATION FORM**

Date		Candidate Name	
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This notification is to inform you/confirm to you that an alleged, suspected or actual report of malpractice has been made against you.

Details of the allegation / incident

Type of offence

As an approved examination centre, Manor Green School is required to follow the policies and procedures in the JCQ **Suspected Malpractice: Policies and Procedures** [document available](http://www.jcq.org.uk/exams-office/malpractice) here www.jcq.org.uk/exams-office/malpractice.

As stated in this document (4 **Identification and reporting of malpractice**), the head of centre **must** notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice.

Enclosed you are provided with:

- a copy of the form **JCQ/M1** used to report the allegation/incident to the awarding body supported by copies of any supporting evidence, where relevant
- details of (section 5.33) **The rights of accused individuals** to inform you of your individual responsibilities and rights taken from the document referenced above

As further stated in sections of this document (7 **Sanctions**, 10 **Sanctions applied against candidates**), awarding bodies will impose sanctions on individuals found guilty of malpractice where appropriate. You may therefore also want to refer to Appendix 6 (**Indicative sanctions against candidates**) of this document.

The awarding body will not normally communicate with you directly unless particular circumstances warrant this. Once a decision has been made, it will be communicated in writing to the head of centre as soon as possible (11 **Communicating decisions**).

On receiving communication from the awarding body, the head of centre will communicate the decision to you and pass on details of any sanction(s) and action imposed on you, together with information on the process for submitting an appeal, where relevant.

Malpractice cases are usually confidential between the centre and the awarding body. However, in cases of serious malpractice, such as where the threat to the integrity of the examination or assessment is such as to outweigh a duty of confidentiality, it may be necessary for information to be exchanged amongst the regulators, other awarding bodies, and other appropriate bodies as detailed in the JCQ document above (11 **Communicating decisions**).

Please read through all the information provided to you. If anything is unclear, please contact Nicola Camano, Head of Data and Exams.

Enclosures:

Copy of form **JCQ/M1** (and supporting evidence where relevant)

Details of **The rights of accused individuals**

The rights of accused individuals – information gathering

5.33 If, in the view of the information gatherer, there is sufficient evidence that an individual may have committed malpractice, that individual (the candidate or the member of staff) **must**:

- be informed (preferably in writing) of the allegation made against them;
- be provided with a copy of the JCQ document *Suspected Malpractice: Policies and Procedures*:
<http://www.jcq.org.uk/exams-office/malpractice>
- be made aware of all evidence that has been obtained during the investigation which supports the allegation;
- be made aware that providing knowingly misleading or inaccurate information constitutes malpractice;
- know the possible consequences should malpractice be proven (as set out in Appendices 4–6);
- have the opportunity and sufficient time to consider their response to the allegations;
- be given an opportunity to submit a written statement in response to the allegations;
- be informed that if the case is referred to the awarding body's Malpractice Committee, they will:
 - be provided with a complete set of case documentation
 - have the opportunity to read and make a statement in response to the case documentation
 - have the opportunity to seek professional advice and to provide a supplementary statement;
- be made aware of their right to appeal should a sanction be applied to them (as set out in the JCQ document *A Guide to the Awarding Bodies' Appeals Processes*):

<http://www.jcq.org.uk/exams-office/appeals>