



Excellence for All

EXAMS' 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 Associate Headteacher, 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.

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 a teacher 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. 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 periodically.

The Governing Board approved this policy on date: 6th December 2023

Signed: Richard Pelly, Chair of Governors

Signed: Joolz Scarlett, Headteacher