



Examinations Malpractice Policy

Approved: November 2023

Next review due: November 2025

What is malpractice and maladministration?

Malpractice and maladministration are related concepts, the common theme of which is that they involve a failure to follow the rules of an examination or assessment. This policy and procedure uses the word **malpractice** to cover both malpractice and maladministration and it means any act, default or practice which is:-

- A breach of regulations
- A breach of awarding body requirements regarding how a qualification should be delivered
- A failure to follow established procedures in relation to a qualification

Which:-

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

Candidate Malpractice

Candidate malpractice means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessments evidence and the writing of any examination paper.

Centre Staff Malpractice

Centre staff malpractice means malpractice committed by:-

- A member of staff, contractor (whether employed under the contract of employment or a contract for services) or a volunteer at a centre
- An individual appointed in another capacity by a centre such as an invigilator, a communication professional, a language modifier, a practical assistant, a prompter, a reader or a scribe.

Suspected Malpractice

For the purposes of this policy, suspected malpractice means all alleged or suspected incidents of malpractice.

Purpose of the Policy

To confirm St Ivo Academy:-

- Has in place a written malpractice policy which covers all qualifications delivered by the centre and details how candidates are informed and advised to avoid committing malpractice in examinations/assessments, how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body.

General Principles

In accordance with the regulations, St Ivo Academy will:-

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations have taken place
- Inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation.
- As required by the awarding body, gather evidence of any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication **Suspected Malpractice – Policies and Procedures** and provide such information and advice as the awarding body may reasonably require.

Preventing Malpractice

St Ivo Academy has in place:-

- Robust processes to prevent and identify malpractice, as outlined in Section 3 of the JCQ publication Suspected Malpractice Policies and procedures.
- This includes ensuring that all staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the JCQ publications – General Regulations for Approved Centres, Instructions for Conducting Examinations (ICE), Instructions for Conducting Coursework, Instructions for Conducting Non-Examination Assessments, Access Arrangements and Reasonable Adjustments, A guide to Special Consideration Process, Suspected Malpractice Policies and Procedures, Plagiarism in Assessments, AI Use in Assessments, Protecting the Integrity of Qualifications and A Guide to the Awarding Bodies Appeals Processes.

Informing and Advising Candidates

In addition to assemblies aimed at Examination procedures and malpractice, candidates are issued with the Information for Candidates Non-Examination Assessments/Coursework in the Autumn Term and with the Information for Candidates Written Examinations and Information for Candidates Social Media with their Statement of Entry in the Spring Term.

Identification and Reporting of Malpractice

Escalating Suspected Malpractice Issues

- Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels.
- Reports of any suspected malpractice will be directed either in person or by an Incident Report to the Exams Officer who will escalate it up to the Head of Centre and the Awarding Body.

Reporting Suspected Malpractice to the Awarding Body

- The Head of Centre will notify the Awarding Body immediately of all alleged, suspected or actual incidents of malpractice, using the appropriate forms and will conduct any investigation and gathering of information in accordance with the requirements of the JCQ publication Suspected Malpractice Policies and Procedures.
- The Head of Centre will ensure that where a candidate who is a child/vulnerable adult is the subject of a malpractice investigation, the candidate's parent/carer/appropriate adult is kept informed of the progress of the investigation.
- Form JCQ M1 will be used to notify the Awarding Body of an incident of candidate malpractice.
- Form JCQ M2 will be used to notify the Awarding Body of suspected staff malpractice/maladministration.
- Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication need not be reported to the Awarding Body but will be dealt with in accordance with the Centre's internal procedures. The only exception to this is where the Awarding Body's confidential assessment material has potentially been breached. The breach will be reported to the Awarding Body immediately.
- If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (a candidate or member of staff) will be informed of the rights of accused individuals.
- Once the information gathering has concluded, the Head of Centre (or other appointed information-gatherer) will submit a written report summarising the information obtained and actions taken to the relevant Awarding Body, accompanied by the information obtained during the course of their enquiries.
- Form JCQ M1 will be used when reporting candidate cases.
- Form JCQ M3 will be used when reporting Centre staff cases.

- The Awarding Body will decide on the basis of the report and any supporting documentation, whether there is evidence of malpractice and if any further investigation is required. The Head of Centre will be informed accordingly.

Communicating Malpractice Decisions

Once a decision has been made, it will be communicated in writing to the Head of Centre as soon as possible. The Head of Centre will communicate the decision to the individuals concerned and pass on details of any sanctions and action in cases where this is indicated. The Head of Centre will also inform the individuals if they have the right to appeal.

Appeals Against Decisions Made in Cases of Malpractice

St Ivo Academy will:-

- Provide the individual with information on the process and timeframe for submitting an appeal where relevant.
- Refer to further information and follow the process provided in the JCQ publication A Guide to the Awarding Bodies Appeals Processes.