

Malpractice in Exams and Assessments Policy (Candidates)

Malpractice Policy: Candidates

Egerton Rothesay School will follow JCQ procedures as laid down in the 'Suspected Malpractice in Examinations and Assessment Policies and Procedures' document for the relevant exam series.

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding candidate malpractice in the assessment of internally marked qualifications such as non-examination assessment, controlled assessment, practical or written coursework and also regarding examinations marked externally.

Examples of Malpractice

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

- Plagiarism: the copying and passing off as the candidate's own work the whole or part of another person's work.
- Collusion: working collaboratively with other learners to produce work which is submitted as the candidate's only.
- Failing to abide by the instructions of an assessor: this may refer to the use of resources which the candidates have specifically been told not to use.
- The alteration of any results document.

If a member of staff suspects a candidate of malpractice the Head of Centre (or in their absence KS4 Learning Base Leader) will be informed immediately. A thorough investigation will be undertaken. If as a result this needs to be taken further the candidate will be informed and the allegation will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate accepts that malpractice has occurred she/he will be given the opportunity to repeat the assignment as long as the candidate has not already signed the authentication form. If found guilty of malpractice following an investigation, the member of staff may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

Should the candidate be found guilty of malpractice after having signed the authentication form then the matter is no longer subject to internal school discipline and must be reported to the relevant awarding body.

The following are examples of malpractice by candidates with regard to externally assessed **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 an examination such as Ipods, Smart Watches, books or notes.
- Leaving the examination room without permission.

- Passing notes or papers or accepting notes or papers from another candidate.

If a member of staff suspects a candidate of malpractice during an examination the Head of Centre (or in their absence KS4 Learning Base Leader) will be informed immediately. A thorough investigation will be undertaken. If as a result this needs to be taken further, the candidate will be informed and the allegation will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate is found guilty of malpractice, the Awarding Body will be informed and the candidate will be informed of any penalty to be applied in writing.

Malpractice in ASDAN Assessments

As a requirement of registration for a qualification, a centre must:

- Have in place, and submit to ASDAN as part of Centre Approval procedures, an appropriate policy for dealing with malpractice within the centre.
- Immediately report to ASDAN organisation all suspected (alleged) and actual incidents of malpractice or maladministration.
- Inform the person suspected of malpractice that an investigation will take place and that they have a right to reply or appeal against any sanction imposed on them.
- Comply fully with ASDAN's requests for information in relation to the allegation.
- Co-operate with ASDAN during the investigation, including carrying out internal investigations in line with ASDAN's requests, using people who are not involved in the alleged maladministration or malpractice.
- Provide ASDAN with a report of any such investigation.
- Implement agreed actions as a result of the investigation, and take appropriate measures to mitigate the effect and prevent any recurrence of the maladministration or suspected or actual malpractice.
- Notify ASDAN if any person involved in the malpractice or maladministration or in completing any actions as a result of the investigation leaves the centre.
- Respect the confidentiality of information handled.
- Retain records and documentation relating to the investigation for a period of time.

Failure to report malpractice or maladministration, suspected or actual, once candidates have been registered, may affect the issue of certificates, and a failure to co-operate might affect the future registration of candidates.

Appeals

In the event that a malpractice decision is made which the candidate feels is unfair then the candidate has the right to appeal in line with the Appeals Policy.

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