



### 1 Introduction - What is malpractice and maladministration?

**1.1** '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 the 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

### **1.2 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 assessment evidence and the writing of any examination paper.

### **1.3 Centre staff malpractice**

'Centre staff malpractice' means malpractice committed by:

- A member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre; or
- 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

### **1.4 Suspected malpractice**

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

## 2 Purpose of the Policy

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**2.1** To confirm King Edward VI College 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.

### 2.2 General principles

In accordance with the regulations King Edward VI College 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 an 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.

## 3 Preventing malpractice

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**3.1** King Edward VI College 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 following JCQ documents and any further awarding body guidance:

- General Regulations for Approved Centres 2023-2024
- Instructions for conducting examinations (ICE) 2023-2024
- Instructions for conducting coursework 2023-2024
- Instructions for conducting non-examination assessments 2023-2024
- Access Arrangements and Reasonable Adjustments 2023-2024
- A guide to the special consideration process 2023-2024
- Suspected Malpractice: Policies and Procedures 2023-2024
- Plagiarism in Assessments
- AI Use in Assessments: Protecting the Integrity of Qualifications
- A guide to the awarding bodies' appeals processes 2023-2024

**3.2** We will take all reasonable steps to prevent malpractice. This will include but is not limited to:

### Centre Malpractice

- Ensure that staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the JCQ documents above and any further awarding body guidance.
- Ensure that examination officers are appropriately trained, resourced and supported.
- Ensure that all staff who manage and implement special consideration and access arrangements are aware of the requirements and are appropriately supported and resourced.
- Ensure that members of staff do not communicate any confidential information about examinations and assessment materials, including via social media.
- Ensure that examination clash arrangements are planned and managed effectively.
- Ensure that staff delivering/assessing coursework or non-examination assessments have robust processes in place for identifying and reporting plagiarism or other potential candidate malpractice.
- Ensure that the centre has a culture of honesty and openness so that any concerns of potential malpractice can be escalated appropriately without fear of repercussion.

### **Candidate malpractice**

- Ensure that all JCQ notices, e.g. Information for candidates, non-examination assessments, coursework, on-screen tests, written examinations, social media, plagiarism are distributed to candidates prior to assessments/examinations taking place.
- Ensure candidates are informed verbally and in writing about the required conditions under which the assessments are conducted, including warnings about the introduction of prohibited materials and devices into the assessments, and access to restricted resources.
- Ensure that candidates are aware of actions that constitute malpractice and the sanctions that can be imposed on those who commit malpractice.
- Ensure that candidates are aware of the sanctions of passing on or receiving (even if the information was not requested) confidential assessment materials. If a candidate receives confidential information, they must report it to a member of centre staff immediately.
- Ensure that candidates involved in examination clash arrangements are aware of appropriate behaviour during supervision, i.e. ensuring that candidates cannot pass on or receive information about the content of assessments, thereby, committing candidate malpractice.
- Ensure that candidates completing coursework or non-examination assessments are aware of the need for the work to be their own.

**3.3** Candidates will be informed and advised regarding the prevention of malpractice both verbally and in writing. They will receive assemblies explaining all rules and regulations. Key points are also printed on the reverse side of their exam timetable (both end of year, mocks and actual exam series).

## **4 Identification and reporting of malpractice**

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### **4.1 Centre Malpractice**

The following are examples of malpractice by centre staff. The list is not exhaustive and other instances of malpractice may be considered by an awarding organisation at its discretion:

- Failing to keep any awarding organisation mark schemes secure
- Alteration of any awarding organisation mark schemes
- Alteration of awarding organisation's assessment and grading criteria
- Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves centre staff producing work for the learner
- Producing falsified witness statements, for example for evidence the learner has not generated
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/ coursework
- Facilitating and allowing impersonation
- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment
- Failing to keep learner computer files secure
- Falsifying records/certificates, for example by alteration, substitution, or by fraud
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment
- Failing to keep assessment/examination/test papers secure prior to the assessment/examination/test

#### **4.2 Centre Malpractice**

Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels. The process is as follows:

1. Alleged malpractice reported to the Exams Manager.
2. The Exam Manager will inform the Assistant Principal (Student Journey). An M2 form will be completed and sent to the relevant awarding body on the same day the allegation is made.
3. The Assistant Principal (Student Journey) will then conduct a preliminary investigation on the suspected malpractice and will then act on any advice given from the awarding body.

#### **4.3 Centre Malpractice**

Processes will be explained clearly to those staff involved and they will be supported if necessary. If the centre malpractice has had a negative impact on candidates, processes and next steps will be clearly explained to candidates, they will be supported and parents/guardians will be informed.

#### **4.4 Candidate Malpractice**

Attempting to, or conducting, any malpractice activity is not permitted by the college or any awarding organisation. The following are examples of malpractice by candidates; this list is not exhaustive and other instances of malpractice may be considered by the college or an awarding organisation at its discretion:

- Plagiarism by copying and passing off, as the learner's own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work

(including Internet sources), thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission and without appropriately acknowledging the source

- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work. Learners should not be discouraged from teamwork, as this is an essential key skill for many sectors and subject areas, but the use of minutes, allocating tasks, agreeing outcomes, etc. are an essential part of team work and this must be made clear to the learners
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test
- Fabrication of results and/or evidence
- Failing to abide by the instructions or advice of an assessor, a supervisor, an invigilator, or Awarding organisation conditions in relation to the assessment/examination/test rules, regulations and security
- Misuse of assessment/examination material
- Introduction and/or use of unauthorised material contra to the requirements of supervised assessment/examination/test conditions, for example: notes, study guides, personal organisers, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar electronic devices
- Obtaining, receiving, exchanging or passing on information which could be assessment/examination/test related (or the attempt to) by means of talking or written papers/notes during supervised assessment/examination/test conditions
- Behaving in such a way as to undermine the integrity of the assessment/examination/test
- The alteration of any results document, including certificates

#### **4.5 Candidate Malpractice**

Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels. The process is as follows:

1. Alleged candidate malpractice reported to the Exams Manager.
2. An M1 form is completed and sent to the relevant awarding body on the same day as the allegation.
3. The Exam Manager will inform the Vice Principal – Curriculum and Quality, who will investigate within 5 working days of the incident. This may be aided by the Assistant Principal (Student Journey) if needed. If this is serious malpractice, the Principal will be informed immediately.
4. The outcome will be communicated to the candidate(s) and parents, if applicable, together with any disciplinary action, as outlined in our Positive Behaviour Policy.

#### **4.6 Candidate Malpractice**

If the suspected malpractice occurs during the exam (e.g. possession of an unauthorised item), the incident will be immediately dealt with and reported to the Exams manager. The candidate will be allowed to finish the exam before being spoken to by the investigating member of SLT.

#### **4.7 Reporting suspected malpractice to the awarding body**

The head of centre, or senior leadership delegate, will notify the appropriate 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, or senior leadership delegate, 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 an awarding body of an incident of candidate malpractice. Form JCQ/M2 will be used to notify an awarding body of an incident 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 a 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; for centre staff, form JCQ/M3 will be used.
- 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.

## **5 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.

## **6 Appeals against decisions made in cases of malpractice**

Appeals against decisions made in cases of malpractice

King Edward VI College 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

## 7 **Related Policies**

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1. Management of GCE and GCSE non-examination assessments policy
2. Whistleblowing policy
3. Verification and identification of students in exam policy

## 8 **Equality Impact**

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The College's equality, diversity and inclusion policy has been taken into account when considering this policy.

Date of review	Date agreed	JCC	Governors	Review date	Comments
November 2023	December 2023	n/a	n/a	November 2025	