

## **POLICY TITLE: Candidate and Administrative Exam Malpractice Policy**

**STATUS:**

**DATE OF REVIEW: March 2024**



### **1.0 Definitions of Candidate Malpractice**

- 1.1 '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.
- 1.2 'Candidate malpractice' can also mean being in possession (whether used or not) of unauthorised material during an examination or assessment, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), watches, instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, AirPods, MP3/4 players, pagers, or other similar electronic devices;
- 1.3 'Candidate malpractice' will also constitute poor behaviour during an examination assessment, disrupting the exam room, disrupting controlled assessments and those around them, disrupting controlled assessments and ignoring any instructions by the Senior Leadership Team and/or Exams team.
- 1.4 'Candidate malpractice' can constitute Plagiarism and use of AI in their assessment and not declaring reference to this when completing a Declaration that their work is theirs alone. Students will be made aware of the risks of using AI by their teachers and members of the SLT team during their preparation for exams and assessments. They will also be directed to further detailed information concerning the use of AI during NEA's and Assessment can be found in the college's "Instructions for conducting non examination assessment" policy and via the JCQ document JCQ-"AI-Use-in-Assessments-Protecting-the-Integrity-of-Qualifications", which can be found on our website.

### **2.0 Reporting Candidate Malpractice**

- 2.1 If, during an exam, any candidate fails to adhere to the guidelines set out by the examining boards or do not respond to warnings issued by an invigilator regarding their behaviour or conduct, the below procedure must be followed;
  - a. Invigilator must confirm candidate's identity using place card
  - b. If anything has been confiscated from the candidate i.e. mobile phone, watch, notes, unauthorised material etc. it must be kept and brought to the exams office at the end of the exam
  - c. The invigilator must complete an internal exam malpractice form. This can be during the exam if correct supervision of students can be maintained or once the exam has finished

The account of the incident must be written in as much detail as possible and include any dialogue between the candidate(s) and invigilator(s).

The invigilator(s) must then sign the form

- d. Candidate(s) and invigilator(s) involved must report to the exams office at the end of the exam bringing the completed internal malpractice form to give to the exams officer

- e. The student will be given the opportunity to complete a Statement to support their appeal against the reporting of the issue or to explain their actions.
- f. This form will then be attached to the JCQ Notice of Malpractice form as evidence when sent to the relevant exam board for consideration.

### **3.0 Consequences of Exam Malpractice**

3.1 Candidates may be subject to one or more sanctions and the Awarding bodies may, at their discretion, impose the following sanctions against candidates:

1. Warning  
The candidate is issued with a warning that if he/she commits malpractice within a set period of time, further specified sanctions will be applied.
2. Loss of all marks for a section  
The candidate loses all the marks gained for a discrete section of the work. A section may be part of a component, or a single piece of non-examination assessment if this consists of several items.
3. Loss of all marks for a component  
The candidate loses all the marks gained for a component.

A component is more often a feature of a linear qualification than a unitised qualification, and so this sanction can be regarded as an alternative to sanction 4. Some units also have components, in which case a level of sanction between numbers 2 and 4 is possible.

4. Loss of all marks for a unit  
The candidate loses all the marks gained for a unit. This sanction can only be applied to qualifications which are unitised.

For linear qualifications, the option is sanction 3. This sanction usually allows the candidate to aggregate or request certification in that series, albeit with a reduced mark or grade.

5. Disqualification from a unit  
The candidate is disqualified from the unit. This sanction is only available if the qualification is unitised. For linear qualifications the option is sanction 7.

The effect of this sanction is to prevent the candidate aggregating or requesting certification in that series, if the candidate has applied for it.

6. Disqualification from all units in one or more qualifications  
If circumstances justify, sanction 5 may be applied to other units taken during the same examination or assessment series. (Units which have been banked in previous examination series are retained). This sanction is only available if the qualification is unitised. For linear qualifications the option is sanction 8.

7. Disqualification from a whole qualification  
The candidate is disqualified from the whole qualification taken in that series or academic year. This sanction can be applied to unitised qualifications only if the candidate has requested aggregation. Any units banked in a previous examination series are retained, but the units taken in the present series and the aggregation opportunity are lost. If a candidate has not requested aggregation, the option is sanction 6. It may also be used with linear qualifications.

8. Disqualification from all qualifications taken in that series  
If circumstances justify, sanction 7 may be applied to other qualifications. This sanction can be applied to unitised qualifications only if the candidate has requested aggregation. Any units banked in a previous examination series are retained, but the units taken in the present series and the aggregation opportunity are lost. If a candidate has not requested aggregation, the option is sanction 6. It may also be used with linear qualifications.
9. Candidate debarral  
The candidate is barred from entering for one or more examinations for a set period of time. This sanction is applied in conjunction with any of the other sanctions above, if the circumstances warrant it.

Students can find further information concerning Malpractice on the school and JCQ website under the various Candidate Information booklets on the Public Exam information section.

#### **4.0 Definitions of Centre Staff Malpractice and Maladministration**

4.1 This involves the failure to follow the rules of an examination or assessment as stated below and is reported by the Head of Centre immediately to the awarding body using the appropriate forms. The awarding body will decide whether there is evidence of malpractice and if any further investigation is necessary

- *Breach of security:-* Any act which breaks the confidentiality of question papers or materials, and their electronic equivalents, or the confidentiality of candidates' scripts or their electronic equivalents.

It could involve:

- failing to keep examination material secure prior to an examination;
- discussing or otherwise revealing information about examinations and assessments that should be kept confidential, e.g. internet forums/social media;
- *Deception:-* Any act of dishonesty in relation to an examination or assessment including, but not limited to:
  - inventing or changing marks for internally assessed components (e.g. non-examination assessments) where there is no actual evidence of the candidates' achievement to justify the marks awarded;
  - manufacturing evidence of competence against national standards;
  - fabricating assessment and/or internal verification records or authentication statements;
- *Improper assistance to candidates:-* Any act where assistance is given beyond that permitted by the specification or regulations to a candidate or group of candidates, which results in a potential or actual advantage in an examination or assessment.

For example:

- assisting candidates in the production of controlled assessment, coursework, non-examination assessments or portfolios, beyond that permitted by the regulations;

- sharing or lending candidates' controlled assessments, coursework or non-examination assessments with other candidates in a way which allows malpractice to take place;
- assisting or prompting candidates with the production of answers
- *Maladministration*:- Failure to adhere to the regulations regarding the conduct of controlled assessments, coursework, examinations and non-examination assessments, or malpractice in the conduct of examinations/assessments and/or the handling of examination question papers, candidate scripts, mark sheets, cumulative assessment records, results and certificate claim forms, etc.

For example:

- failing to ensure that candidates' controlled assessment, coursework, non-examination assessment or work to be completed under controlled conditions is adequately completed and/or monitored and/or supervised.