



DISCOVERY
EDUCATIONAL TRUST

Malpractice Policy (Examinations) 2024/25

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This Policy is reviewed and updated annually to ensure that any malpractice at either Chase High School (CHS) or St. Martin's School (SMS) is managed in accordance with current requirements and regulations.

Reference in the Policy to **GR** and **SMPP** relate to relevant sections of the current JCQ publications **General Regulations for Approved Centres** and **Suspected Malpractice: Policies and Procedures**.

1. Introduction

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 use the word 'malpractice' to cover both 'malpractice' and 'maladministration' and it means any act, default or practice which is:

- a breach of the GR;
- 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 (SMPP 1).

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 (SMPP 2).

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 (SMPP 2).

Suspected Malpractice

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice (SMPP 2).

2. Purpose

To confirm that CHS and SMS:

- have 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 (GR 5.3).

3. General Principles

In accordance with the GR, CHS and SMS:

- Take all reasonable steps to prevent the occurrence of any malpractice before, during and after examinations have taken place (GR 5.11);
- Immediately inform the Awarding Body of any alleged, suspected or actual incidents of malpractice, involving a candidate or a member of staff, by completing the appropriate documentation (GR 5.11);
- As required by an Awarding Body, gather evidence of any instances of alleged or suspected malpractice in accordance with the JCQ publication SMPP, and provide such information and advice as the Awarding Body may reasonably require (GR 5.11).

4. Preventing Malpractice

CHS and SMS have in place:

- Robust processes to prevent and identify malpractice, as outlined in Section 3 of the JCQ publication SMPP (SMPP 4.3).

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 2024-2025;*
- *Instructions for conducting examinations (ICE) 2024-2025;*
- *Instructions for conducting coursework 2024-2025;*
- *Instructions for conducting non-examination assessments 2024-2025;*
- *Access Arrangements and Reasonable Adjustments 2024-2025;*
- *A guide to the special consideration process 2024-2025;*
- *Suspected Malpractice: Policies and Procedures 2024-2025;*
- *Plagiarism in Assessments;*
- *AI Use in Assessments: Protecting the Integrity of Qualifications;*
- *A guide to the awarding bodies' appeals processes 2024-2025 (SMPP 3.3.1).*

Additional information:

Informing and Advising Candidates

Students are sent the JCQ information for candidates at the beginning of the year and again before the start of the summer series of examinations. Students are also sent a handbook, which outlines the sanctions that can be applied if malpractice occurs in exams or non-examination assessments.

5. 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 (SMPP 4.3)

Members of staff should report their findings in writing to the Examinations Officer immediately. The Examinations Officer responds with any further information that is needed.

Reporting Suspected Malpractice to the Awarding Body

- The Head of Centre immediately notifies the appropriate Awarding Body of all alleged, suspected or actual incidents of malpractice, using the appropriate forms, and conducts any investigation and gathering of information in accordance with the requirements of the JCQ publication SMPP (SMPP 4.1.3).
- The Head of Centre ensures 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 (SMPP 4.1.3).
- Form JCQ/M1 is used to notify an Awarding Body of an incident of candidate malpractice. Form JCQ/M2 is used to notify an Awarding Body of an incident of suspected staff malpractice/maladministration (SMPP 4.4, 4.6).
- 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 is 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 is immediately reported to the Awarding Body (SMPP 4.5). Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where a candidate **has** signed the declaration of authentication, **must** be reported to the relevant Awarding Body (SMPP 4.5).
- 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) is informed of the rights of accused individuals (SMPP 5.33).
- Once the information gathering has concluded, the Head of Centre (or other appointed information gatherer) submits 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 (5.35).
- Form JCQ/M1 is used when reporting candidate cases; for Centre staff, form JCQ/M3 is used (SMPP 5.37).
- The Awarding Body decides 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 is informed accordingly (SMPP 5.40).

Communicating Malpractice Decisions

Once a decision has been made, it is communicated in writing to the Head of Centre as soon as possible. The Head of Centre communicates the decision to the individuals concerned and passes on details of any sanctions and action in cases where this is indicated. The Head of Centre also informs the individuals if they have the right to appeal. (SMPP 11.1)

Additional information:

The Head of Centre may pass any outcomes on to the Examinations Officer, who communicates the decision to the candidate.

6. Appeals against Decisions made in Cases of Malpractice

CHS and SMS:

- 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**.

Additional information:

Appeals must be fully supported by the Head of Centre and the grounds of the appeal must be given in writing.