Managing Behaviour Policy

(Examinations) 2024/25

Title	Managing Behaviour Policy (Examinations) 2024/25
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1. Purpose

The purpose of this Policy is to confirm that candidate behaviour in the examination rooms at Chase High School (CHS) and St. Martin's School (SMS) is managed in line with Joint Council for Qualifications (JCQ) regulations.

2. Briefing Candidates

To ensure that candidates are aware of the standard of behaviour that is required in the examination room, CHS and SMS:

- ensure that the JCQ **Information for candidates documents** (coursework, non-examination assessments, onscreen tests, privacy notice, social media and written examinations) is distributed to all candidates whether electronically or in hard copy format prior to assessments and/or examinations taking place (GR 5.8);
- ensure that candidates are also made aware of the content of the JCQ **Unauthorised items** and **Warning to candidates** posters (GR 5.8);
- prior to assessments and/or examinations taking place, ensure that candidates are briefed on what they must and must not do when sitting written examinations and/or on-screen tests, and when producing coursework and/or non-examination assessments (GR 5.8);

At CHS and SMS, candidates are made aware of JCQ information/briefed by:

- The CHS and SMS Examinations Handbooks and JCQ warnings and information for candidates sent to parents/carers and students at the beginning of the academic year and then again as a reminder the month before examinations.

3. Candidate Malpractice

- 'Malpractice', means any act, default or practice, which is a breach of the Regulations (SMPP 1.2);

- Suspected malpractice means all alleged or suspected incidents of malpractice (SMPP 2);

- '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);

- Inappropriate behaviour by a candidate in the examination room is deemed 'candidate malpractice';

- Failure by a Centre to notify, investigate and report to an Awarding Body all allegations of malpractice or suspected malpractice constitutes malpractice in itself (SMPP 1.7);

- Examples of inappropriate behaviour/actions that constitute 'candidate malpractice' are provided in the final section of this Policy.

4. Instructions for Conducting Examinations - Malpractice in the Examination Room

The following requirements are applied at CHS and SMS:

- Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave. Any malpractice suspected or actual, from this point must be reported to the relevant Awarding Body (ICE 19.1);
- Where a candidate is being disruptive, the invigilator must warn the candidate that they may be removed from the examination room. The candidate must also be warned that the Awarding Body will be informed and may decide to penalise them, which could include disqualification (ICE 24.1);
- The Head of Centre must immediately report all cases of suspected or actual malpractice in connection with the examination report to the Awarding Body (ICE 24.3);
- Form JCQ/M1 - **Report of suspected candidate malpractice** must be completed (ICE 24.3);
- The Head of Centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room (ICE 24.3);
- Where candidates commit malpractice, the Awarding Body may decide to penalise them, which could include disqualification. Candidates should be warned of the possible penalties that an Awarding Body may apply as detailed in the JCQ publication **Suspected Malpractice: Policies and Procedures** (ICE 24.5);
- In cases of suspected malpractice, examination scripts must be packed as normal and Form JCQ/M1 must be submitted separately to the relevant Awarding Body (ICE 24.6).

5. Roles and Responsibilities

The Role of the Invigilator:

- To be vigilant and remain aware of incidents or emerging situations, looking out for malpractice (ICE 20.2);
- To warn a disruptive candidate that they may be removed from the examination room (ICE 24.1);
- To record what has happened and actions taken on the examination room incident log (ICE 24.1).

The Role of the Examinations Office/Officer

- To ensure that the JCQ **Information for candidates documents** (coursework, non-examination assessments, on-screen tests, privacy notice, social media and written examinations) are distributed to all candidates prior to assessments and/or examinations taking place and that candidates are also made aware of the content of the JCQ **Unauthorised items** and **Warning to candidates** posters (GR 5.8);

- To ensure that the JCQ **Unauthorised items** and **Warning to candidates** posters are displayed in a prominent place for all candidates to see prior to entering the examination room (GR 5.8);

- Where a candidate is being/has been disruptive in the examination room, to warn the candidate that the Awarding Body is informed and may decide to penalise them, which could include disqualification (ICE 24.1).

The Role of the Head of Centre

o Where a candidate is seriously disrupting others, to make the decision to remove the candidate from the examination room (ICE 24.3);

o To immediately report to the Awarding Body all cases of suspected or actual malpractice in connection with the examination by completing form JCQ/M1 (ICE 24.3)

The Role of the Senior Leader

o To ensure that support is provided for the Examinations Officer and invigilators when dealing with disruptive candidates in examination rooms;

o To ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate.

6. Examples of 'Candidate Malpractice'

These include (but are not limited to):

Introduction of unauthorised material into the examination room

Own blank paper:

o used for rough work;
o used for final answers.

Calculators, dictionaries (when prohibited):

o not used;
o used or attempted to use

Bringing into the examination room notes in the wrong format or with prohibited annotations

o notes/annotations that go beyond what is permitted, but do not give an advantage; content irrelevant to subject;
o notes/annotations that are relevant and give an unfair advantage;
o notes/annotations that are introduced in a deliberate attempt to gain an advantage.

Unauthorised notes, study guides and personal organisers

o content irrelevant to subject;
o content relevant to subject;
o relevant to subject and evidence of use.

Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, Airpods, earphones and headphones)

o not in the candidate's possession, but make a noise in the examination room;
o in the candidate's possession, but no evidence of being used by the candidate;
o in the candidate's possession and evidence of being used by the candidate.

Watches (not smartwatches)

o in candidate's possession

Breaches of examination conditions

A breach of the instructions or advice of an invigilator, supervisor, or the Awarding Body in relation to the examination rules and regulations:

o minor non-compliance: for example, sitting in a non-designated seat; continuing to write for a short period after being told to stop;
o major non-compliance: for example, refusing to move to a designated seat; significant amount of writing after being told to stop;
o related non-compliance.

Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations:

- leaving examination early (no loss of integrity); removing script from the examination room, but evidence of the integrity was maintained;
- removing script from examination room, but with no proof that the script is safe; taking home materials;
- deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired.

Disruptive behaviour in the examination room or assessment session (including use of offensive language):

- minor disruption lasting a short time; calling out, causing noise, turning around;
- repeated or prolonged disruption; unacceptably rude remarks; being removed from the examination room; taking another's possessions;
- warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property.

Exchange, obtaining, receiving, or passing on information, which could be examination-related (or the attempt to)

Verbal communication:

- isolated incidents of talking before the start of the examination or after papers have been collected;
- talking during the examination about matters not related to the examination; accepting examination-related information;
- talking about examination-related matters during the examination; whispering answers to questions.

Communication:

- passing/receiving written communications, which clearly have no bearing on the assessment;
- accepting assessment-related information;
- passing assessment-related information to other candidates; helping one another; swapping scripts.

Offences relating to the content of candidates' work

The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non- examination assessments or portfolios:

- isolated offensive words or drawings;
- frequent offensive words or drawings; isolated obscenity or offensive comments directed at an individual or group;
- frequent obscenities; discriminatory language, remarks or drawings directed at an individual or group;

Plagiarism: unacknowledged copying from or reproduction of third party sources (including the internet and AI tools); incomplete referencing:

- o minor amount of plagiarism/poor referencing in places;
- o plagiarism from work listed in the bibliography or referenced/acknowledged; or minor amount of plagiarism from a source not listed in the bibliography or referenced/acknowledged;
- o plagiarism from work not listed in the bibliography or referenced/acknowledged; or plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography or referenced/acknowledged.

(SMPP, Appendix 6)