



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

Malpractice and Maladministration Policy

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A. DEFINITION AND AIM

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 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

The aim of this policy is to clarify the roles, responsibilities and procedures regarding any reported instances of malpractice by pupils or centre staff.

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.

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

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

This policy will be reviewed annually by the Senior Leadership Team (SLT)/Exams Officer/Governors following public examinations.

Where reference is made to JCQ regulations/guidelines, further details can be found at <https://www.jcq.org.uk/exams-office/malpractice>
<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>



B. RESPONSIBILITIES

Pupils

Pupils will be informed of the penalties of malpractice through the pupil exam handbook, exam assemblies and warning posters displayed outside and inside the exam rooms. They are provided with clear instructions on how to avoid plagiarism (including AI misuse).

If suspected of malpractice in the course of any examination or assessment, including the preparation and presentation of any practical work during controlled assessments or non-examined assessments, they will be warned of the penalties and asked to stay behind at the end of the exam.

They will be removed from the exam room if they are causing disruption to other pupils.

Staff

Staff involved in process of coursework or non-examined assessments, including the presentation of any practical work, the compilation of portfolios of assessment evidence and any written exams must be vigilant to the possibility of malpractice/maladministration. This includes the use of AI technology that constitutes plagiarism. They should ensure pupils are given clear instructions on how to avoid plagiarism and the misuse of AI. If any member of staff suspects malpractice they must keep any evidence and report it to the Exams Officer or the Head of Secondary immediately.

Invigilators

Invigilators must undertake training as part of their duties to ensure they are aware of what constitutes malpractice and maladministration.

If an invigilator suspects a candidate of malpractice, they must warn the candidate that he/she may be removed from the examination room and that the awarding body will be informed and may decide to disqualify the candidate. They must record what has happened and wherever possible remove and keep any unauthorised material that a candidate may have in the examination room (see appendix 2). If necessary they should summon assistance.

The Head of Secondary has the authority to remove a candidate from the examination room, but should do so only if the candidate would disrupt others by remaining in the room.

All incidences or suspected incidences of malpractice should be reported to the Exams Officer or Head of Secondary as soon as possible.

Invigilators are required to comply with any requests or investigations made by the school or the awarding body.

The Exams Officer/SLT

The Exams Officer/SLT should ensure that all candidates have been warned of the possible penalties an awarding body may apply if malpractice has taken place via pupil exam handbooks, the website and assemblies, and that all warning posters are prominently displayed. See JCQ guidelines for these.

They must undertake to follow the JCQ guidelines regarding the Instructions for Conducting Exams.



All incidences or suspected incidences of malpractice whether concerning pupils or members of staff must be reported to the Head of Centre (Head of Secondary) immediately.

The Head of Centre (Head of Secondary)

Must report all suspected, alleged or actual incidences of malpractice to the relevant awarding body immediately.

They must ensure that all members of staff follow appropriate security procedures to ensure confidential information relating to examinations and assessment materials is not breached.

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 using a JCQ M1 to the relevant awarding body. If at the time of the malpractice there is no entry for that candidate (who the centre intended to enter), the centre is required to submit an entry by the required entry deadline. If candidate malpractice takes place during a controlled assessment, coursework or non-examination assessment before the candidate has signed a declaration of authentication, it must be dealt with by the school's internal procedures.

Form JCQ/M1 (suspected candidate malpractice) and form JCQ/M2 (suspected malpractice/maladministration involving centre staff) must be used to report incidents to the relevant awarding body. Please see Appendix 1.

The Head of Secondary must respond quickly and openly to all requests for an investigation into any allegations of malpractice and to any requests for information from an awarding body. They must ensure the centre staff co-operate fully in any investigations requested by the awarding body.

They are also obliged to inform staff members and candidates of their individual rights and responsibilities as set out in the JCQ guidelines, and must pass on to any individuals concerned any warnings and notifications of penalties and ensure compliance with any requests made by the awarding bodies as a result of a malpractice case.

The Head of Secondary 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.



C. THE INVESTIGATION

If the relevant awarding body agrees and deems it appropriate the Head of Secondary will carry out an investigation and collect evidence on their behalf.

The Head of Secondary must undertake the investigation into any alleged malpractice and submit a report to the relevant awarding body. For candidate malpractice form JCQ/M1 and can be used as the basis of the report and the checklist at the end must be completed and submitted with the report. Details of what the report should contain are in the JCQ guidelines.

D. APPEALS AGAINST DECISIONS OF MALPRACTICE

Castle Newnham School 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'.



E. APPENDICES

Appendix I

Form JCQ/M1 (suspected candidate malpractice)

Form JCQ/M2 (Notification of suspected malpractice/maladministration involving centre staff)

Form JCQ/M3 (Report into suspected malpractice/maladministration involving centre staff)

The following JCQ documents should be used by staff involved in the delivery of assessments and examinations understand the requirements for conducting these:

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

All forms and documents are available here: <https://www.jcq.org.uk/exams-office/malpractice/>

Appendix II

Castle Newnham Exam room incident log

Log to for invigilators or EO to record any irregularities that happen in the exam room at the point of occurrence.

Exam date and session		
Exam(s)		
Exam room		
Time	Description of incident and action taken at the time	Reported to Awarding body
	Recorded by:	
	Recorded by:	
	Recorded by:	
	Recorded by:	

Centre no: 15173