

# Malpractice Policy

2020/21

This policy is reviewed annually to ensure compliance with current regulations

<b>Approved/reviewed by</b>	
Exams Officer	
<b>Date of next review</b>	01 Sep 2021

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Jim Grant</b>
Exams Team	<b>Neil Owen, Wendy Cowgill, Jane Hart</b>

The Head of centre has a responsibility, under the regulators' *GCSE, GCE, Principal Learning and Project Code of Practice* to report to the relevant awarding body any suspected cases of malpractice involving candidates, teachers, invigilators or other administrative staff (*Code of Practice*, Section 8, page 49).

This responsibility is set out in detail in the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures*, which states:

The Head of centre must report to the appropriate awarding body at the earliest opportunity, all suspicions or actual incidents of malpractice. The only exception to this is malpractice discovered in controlled assessments or coursework before the authentication forms have been signed by the candidate.

Failing to report an instance of suspected malpractice in examinations or assessments to the appropriate awarding body as soon as possible after such an instance occurs or is discovered is in itself, malpractice.

The procedure to be followed when malpractice is suspected, is as follows:

The head of centre must:

- Notify the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice. The only exception to this is malpractice discovered in controlled assessments or coursework before the authentication forms have been signed by the candidate (see section 4.3);
- Complete Form JCQ/M1 (suspected candidate malpractice) or Form JCQ/M2A (suspected malpractice/maladministration involving centre staff) to notify an awarding body of an incident of malpractice. Each form is available from the JCQ website - <http://www.jcq.org.uk/exams-office/malpractice>;
- Supervise personally all investigations resulting from an allegation of malpractice;
- Ensure that if it is necessary to delegate an investigation to a member of staff, the member of staff chosen is independent, and not connected to the department involved in the suspected malpractice. This is to avoid conflicts of interest which can otherwise compromise the investigation;
- Respond speedily and openly to all requests for an investigation into an allegation of malpractice. This will be in the best interests of centre staff, candidates and any others involved;
- Co-operate and ensure their staff co-operate fully with an enquiry into an allegation of malpractice, whether the centre is directly involved in the case or not;
- Inform staff members and candidates of their individual responsibilities and rights as set out in these guidelines;
- Pass on to the individuals concerned any warnings or notifications of penalties, and ensure compliance with any requests made by the awarding body as a result of a malpractice case.

### **Data Protection**

When managing a student's personal data information it will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

### **Equality**

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.