



HOE VALLEY SCHOOL MALPRACTICE EXAM POLICY

Person Responsible: Exams Officer
Date Adopted: April 2021
Date of last review: Autumn 2021
Date of next review: Autumn 2022

a. Purpose Of The Policy

The purpose of this policy is to confirm how Hoe Valley School manages malpractice under normal delivery arrangements in accordance with the regulations.

All staff involved have been made aware of this policy

b. General Principles

In accordance with the regulations Hoe Valley School will:

- *take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after the determination of grades process*
- *inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation.*
- *as required by an awarding body, investigate any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication [JCQ Suspected Malpractice: Policies and Procedures 2021-2022](#) and provide such information and advice as the awarding body may reasonably require*

Where reference is made to candidates, this includes any private candidates accepted by the centre

c. 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.

d. 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.

e. Reporting Malpractice

- Where suspected malpractice is identified by the centre, the head of centre will ensure the individual responsibilities are undertaken in accordance with the requirements.
- Where suspected malpractice is identified by the centre, the head of centre will submit full details of the case immediately to the relevant awarding body using Form JCQ/M1 (Suspected candidate malpractice) or Form JCQ/M2 (Notification of suspected malpractice / maladministration involving centre staff) will ideally be used to notify an awarding body of an incident of malpractice
- 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 will be 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 will be reported to the awarding body immediately
- The head of centre/appointed information gatherer will gather evidence into allegations of malpractice and deal with the investigation in accordance with the deadlines and requirements set by the awarding body
- 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) will be informed of the rights of the accused individual
- After gathering evidence relating to a malpractice investigation, the head of centre will submit a full written report of the case accompanied by any appropriate documentation to the relevant awarding body, Form JCQ/M1 or Form JCQ/M3 (Report into suspected malpractice / maladministration involving centre staff) will be used as the basis of the report
- The awarding body will decide 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 will be informed accordingly

f. Communicating malpractice decisions

- The awarding body will determine the application of a sanction according to the evidence presented, the nature and circumstances of the malpractice, and the type of qualification involved
- Once a decision has been made by the awarding body, it will be communicated in writing to the head of centre as soon as possible
- The head of centre will communicate the decision to the individual concerned and to pass on details of any sanctions and action in cases where this is indicated

g. Appeals against decisions made in cases of malpractice

- Information on the process for submitting an appeal will be sent to all centres involved in malpractice decisions

Hoe Valley School will:

- Provide the individual with information on the process 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: