

The Heathland School

A Mathematics and Science College



Malpractice Policy	2022-2023
Person(s) Responsible:	Head of Centre: Mr J M Rose Examinations Officer: Miss K K Kundi
Status:	Statutory
Date Approved:	January 2023
Review Period:	As and when required

EXAMINATION MALPRACTICE POLICY

Malpractice is defined as any act that threatens the integrity of an examination.

The Heathland School will investigate all cases of failure to abide by regulations that might constitute malpractice. Where cases of suspected malpractice are proven, The Heathland School will take appropriate action, including applying sanctions, in order to maintain the integrity of its examinations.

Examples of Malpractice

Malpractice by students

- A student arranging for someone else to sit an examination or complete a Controlled Assessment/Coursework Assignment task for him/her.
- Impersonation of another student either by sitting an examination or by submitting a Controlled Assessment/Coursework Assignment on their behalf.
- Possession of materials not permitted in the examination room, eg notes, books, dictionaries/calculators (when prohibited), mobile phones, iPods, Mp3 Players, data storage watches, personal organisers, whether or not the student uses them; the information contained within the materials is relevant to the examination being sat.
- Communicating with other students in the examination room in any way.
- Copying the work of another student or knowingly allowing a student to copy from his/her own work.

- Working collaboratively with any other student(s) by whatever means during examinations or in completing a Controlled Assessment/Coursework Assignment task.
- Damaging other students work. Including offensive/inappropriate material in examination scripts or coursework assignments.
- Plagiarism or misrepresentation.
- Failure to adhere to published examination regulations.
- Failure to adhere to instructions given by an invigilator.
- Disruptive behavior (including offensive language and aggressive/violent conduct) at the examination venue.

Malpractice by examination centre staff/Invigilators

- Failure to keep examination question papers secure before, during and after an examination.
- Knowingly allowing an individual to impersonate a student.
- Allowing a student to possess and/or use materials which are not permitted in the examination room.
- Allowing students to communicate with each other during an examination
- Allowing a student to copy another student's work, or allowing a student to let his/her own work to be copied.
- Allowing students to work collaboratively during an examination.
- Advising and/or assisting a student with his/her examination answers.
- Allowing a student to work beyond the allotted examination time.
- Damaging a student's work.
- Leaving students unsupervised during the examination.
- Failure to keep any student's examination secure at any time.
- discussing or otherwise revealing information about examinations and assessments that should be kept confidential, e.g. internet forums/social media;
- releasing candidates early from a timetabled assessment (e.g. before 10 a.m. for a morning session examination)
- permitting, facilitating or obtaining unauthorized access to examination material prior to an examination;
- Tampering with candidate scripts, controlled assessments, coursework or non-examination assessments after collection and before dispatch to the awarding body/examiner/moderator; (This would additionally include reading candidates' scripts or photocopying candidates' scripts prior to dispatch to the awarding body/examiner.)

Reporting suspected cases of malpractice by students at the examination centre

As an approved examination centre, The Heathland School is required to follow the policies and procedures in the JCQ **Suspected Malpractice: Policies and Procedures** publication available here www.jcq.org.uk/exams-office/malpractice

In all cases where a student is suspected of malpractice during an examination, he/she will first be warned by the examination invigilator that his/her actions are in breach of regulations and therefore might constitute malpractice.

The student will also be informed that the Examination Officer is obliged to report his/her (the student's) actions to the awarding body.

In all cases where a student is suspected of malpractice in an examination, the examination invigilator will make a full written record of the student's activities. This record will be considered during any subsequent enquiry by the awarding body

A student suspected of malpractice of any form will be informed by the examination invigilator that:

- a full written record is being made using the form JCQ/M1 and copies of relevant supporting evidence submitted to the awarding body by the Examinations Officer.
- he/she has the right to provide a statement explaining his/her conduct that will be included in the examination invigilator's written report. Therefore, before leaving the examination venue:
- he/she will be requested to sign and submit a written statement to the examination invigilator;
- if he/she wishes to provide an oral statement, the examination invigilator will write this down and ask the student to sign the statement to verify its accuracy;
- the student is however not obliged to provide a statement before leaving the examination venue. In such cases, the examination invigilator will note this in the report to the awarding body.
- he/she will be given the opportunity to respond in writing to this subsequent communication from the awarding body.

In cases where a student is discovered to be in possession of any unauthorised materials during an examination, the examination invigilator will:

- confiscate the materials;
- note on the incident report the time and point within the examination/script at which the discovery was made.

Students will be allowed to continue working for the remainder of the examination without prejudice to the final outcome.

In cases where the examination invigilator suspects that students may have been communicating, the examination invigilator will note on the incident report for each suspected student, the time and point within the examination/script at which the discovery was made. The suspected students will be allowed to continue working for the remainder of the examination without prejudice to the final outcome.

The examination invigilator is responsible for submitting a full written report of all cases of suspected malpractice using the appropriate method to the Examinations Officer. The report will detail the circumstances and the actions taken by the examination venue staff/invigilator(s).

Parents may request in writing to see the report. **Suspected malpractice: candidate notification form** should be completed.

Any written evidence relevant to the incident, eg confiscated materials, statements from other individuals involved, must accompany the report.

Suspected malpractice by examination venue staff/Invigilators

Suspected cases of malpractice by a staff member or invigilator may be reported by students, other examination venue staff, other examination invigilators or a member of the public.

Written reports should be submitted to the Examinations Officer and should include the following information:

- the examination venue name/location;
- the date and title of the examination;
- the time the examination took place;
- the student's name and candidate number, if applicable;
- the name of the member of staff in question;
- a full description of the suspected malpractice;
- relevant evidence, if applicable.

Reports should normally be submitted to the Examinations Officer within 24 hours of the suspected malpractice taking place.

Anonymous reports of suspected malpractice

The Heathland School will take all reasonable steps to investigate suspected cases of malpractice that are reported anonymously provided that the information supplied establishes a prima facie case for investigation.

The Heathland School reserves the right not to investigate cases reported anonymously in cases where there is no evidence or if insufficient evidence has been provided.