



THE ECCLESBOURNE SCHOOL

Learning Together for the Future

MALPRACTICE POLICY

March 2024

This policy will be reviewed annually.

This policy goes to the Student and Curriculum Sub-Committee

This is a non-statutory policy

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1 Purpose of the policy

The purpose of this policy is to confirm how malpractice is avoided at The Ecclesbourne School and how any suspected malpractice issues should be escalated within the centre (GR 5.11)

In this policy the term 'malpractice' covers both malpractice and maladministration. This means any act which:

- Is a breach of the Regulations;
- Is a breach of awarding body requirements regarding how a qualification should be delivered;
- Is a failure to follow established procedures in relation to a qualification;
- Will give rise to prejudice candidates;
- Will compromise public confidence in examinations;
- Will compromise, or may compromise, the process of assessment, the integrity of any qualification or the validity of a result or certificate;
- Will damage the authority, reputation or credibility of any awarding body or centre or any exams office, employee or agent of any awarding body or centre (SMPP 1)

2 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 (NEA), the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper (SMPP 2)

3 Centre staff malpractice

'Centre malpractice' means malpractice committed by:

- A member of staff, contractor or a volunteer at the centre; or
- An individual appointed in another capacity by the centre, such as an invigilator, a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe (SMPP 2)

4 Suspected malpractice

For the purposes of this policy, suspected malpractice means all alleged or suspected incidents of malpractice include both candidate malpractice and centre malpractice (SMPP 2)

5 General principles

In accordance with the JCQ General Regulations (GR) and JCQ Suspected Malpractice Policies and Procedures (SMPP), The Ecclesbourne School will:

- Take all reasonable steps to prevent the occurrence of any malpractice before, during and after examinations have taken place (GR 5.11)
- Inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice, involving a candidate or a member of staff, by completing the appropriate documentation (GR 5.11)
- Gather evidence of any instances of alleged or suspected malpractice and provide such information and advice as the awarding body may reasonably require (GR 5.11, SMPP)

6 Preventing malpractice

The Ecclesbourne School has in place robust processes to prevent and identify malpractice, as outlined in section 3 of JCQ Suspected Malpractice: Policies and Procedures.

- Regarding centre staff this includes, but is not limited to:
 - Ensuring that all staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the relevant JCQ documents and any further awarding body guidance
 - Ensuring that staff involved in the delivery of assessments and examinations understand the key dates and deadlines and that there are robust procedures in place to ensure these are met
 - Ensuring that examination officers are appropriately trained, resourced and supported;
 - Ensuring that examinations at alternative sites are conducted in accordance with JCQ ICE requirements;
 - Ensuring that all staff who manage and implement special consideration and access arrangements are aware of the requirements and are appropriately supported and resourced;
 - Ensuring that members of staff do not communicate any confidential information about examinations and assessment materials, including via social media;
 - Ensuring that examination clash arrangements are planned and managed effectively;
 - Ensuring that staff delivering and/or assessing coursework or NEAs have robust processes in place for identifying and reporting plagiarism or other potential candidate malpractice;
 - Ensuring that the centre has a culture of honesty and openness so that any concerns of potential malpractice can be escalated appropriately without fear of repercussion.

- Regarding candidates this includes, but is not limited to:
 - Ensuring that all JCQ notices are distributed to candidates prior to examinations / assessments taking place;
 - Ensuring that candidates are informed verbally and in writing about the required conditions under which the assessments are conducted, including warnings about the introduction of prohibited materials and devices into the assessments and access to restricted areas;
 - Ensuring that candidates are aware of actions that constitute malpractice and the sanctions that are imposed as a consequence;
 - Ensuring that candidates involved in an examination clash arrangements aware of appropriate behaviour during supervision (not passing on or receiving information about the content of the assessment);
 - Ensuring that candidates completing coursework or NEAs are aware of the need for work to be their own. This includes accidental or intentional AI misuse. Candidates will be reminded of this in pre-season assemblies and during coursework windows. Candidates must sign candidate declaration forms. Students will be given time in supervised conditions so the teacher can authenticate each students work with confidence.

7 Identification and reporting of malpractice

7.1 Escalating suspected malpractice issues

The Ecclesbourne School will:

Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels (SMPP 4.3)

7.2 Reporting suspected malpractice to the awarding body

The Ecclesbourne School will:

The head of centre will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice, using the appropriate forms, and will conduct any investigation and gathering of information in accordance with the requirements (JCQ SMPP 4.1.3)

The head of centre will ensure that where a candidate who is a child or vulnerable adult is the subject of a malpractice investigation that the candidate's parent/carer/appropriate adult is kept informed of the progress of the investigation (SMPP 4.1.3)

The head of centre will use Form JCQ/M1 to notify an awarding body of an incident of candidate malpractice. Form JCQ/M2 will be used to notify an awarding body of an incident of suspected malpractice / maladministration (SMPP 4.4, 4.6)

Malpractice by a candidate discovered in a controlled assessment, coursework or NEA component prior to the candidate signing the candidate 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 has potentially been breached. The breach will be reported to the awarding body immediately (SMPP 4.5)

If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (candidate or member of staff) will be informed of the rights of accused individuals (SMPP 5.33)

Once the gathering of information has concluded, the head of centre (or other appointed person) will submit a written report summarising the information obtained and actions taken to the relevant awarding body, accompanied by the information obtained during the course of their enquiries (SMPP 5.35)

Form JCQ/M1 will be used when reporting candidate cases. Form JCQ/M3 will be used for staff (SMPP 5.37)

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.

7.3 Communication malpractice decisions

Once the decision has been communicated to the head of centre, the head of centre will communicate the decision to the individuals concerned and will pass on details of any sanctions and actions in cases where this is indicated. The head of centre will also inform the individuals if they have the right to appeal (SMPP 11.1)

8 Appeals against decisions made in cases of malpractice

The Ecclesbourne School will:

- Provide the individual with information on the process appeal and the timeframe for submitting an appeal, where relevant;

- Refer to further information and follow the process provided in the JCQ guidance: A guide to the awarding bodies' appeals processes