

Parkstone Grammar School



EXAMINATIONS AND INTERNAL ASSESSMENT MALPRACTICE POLICY

DATE APPROVED	January 2018
APPROVED BY	Curriculum & Student Matters Committee
NEXT REVIEW	2020-21
TYPE OF POLICY	Non-statutory



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EXAMINATIONS AND INTERNAL ASSESSMENT MALPRACTICE POLICY

1. Safeguarding

Parkstone Grammar School is committed to ensuring that all students are supported appropriately when they raise a justified concern in completing coursework, controlled assessments or non-examination assessments (NEAs)

2. Equal Opportunities

Parkstone Grammar School is committed to treating all staff and students with respect, taking into account issues recognised by the Equality Act.

3. Aims:

- Malpractice, and suspected malpractice, at Parkstone is extremely rare but it is vital that there is a consistent approach to any suspicion to ensure that the rights of the candidate, the integrity of the exam and the centre are maintained.
- To ensure that all individuals involved in the invigilation of examinations and controlled assessments have a clear understanding of the expectations involved in suspected malpractice.
- Malpractice is a deliberate wrong doing contrary to official examination rules designed to place a candidate at an unfair advantage or disadvantage e.g. use of unauthorised materials or equipment
- This policy is in line with standards set and written by JCQ – Joint Council for Qualifications, the body that regulates examinations. Internal assessments refer to any assessments other than an examination, set by an awarding body, which count towards an external qualification and include coursework, controlled assessment, non-examination assessments and any other assessment for which the awarding body publishes criteria for sitting, marking or assessing.

4. Procedures

- The JCQ rules for managing examinations are adhered to in careful detail. Candidates are warned in writing and orally throughout the examination preparation period and in each examination of the expectations and rules for conduct in the examination or controlled assessment.
- Examples of candidate malpractice may include:
 - Misuse of examination material
 - Bringing unauthorised material into the examination room or notes in the wrong format (when notes are permitted)
 - Obtaining or passing on exam related information through talking or passing notes
 - Copying from another candidate



- Disruptive behaviour during the examination
 - Impersonation - pretending to be someone else, or arranging for someone else to take the examination in your place
 - The inclusion of inappropriate or offensive materials in scripts or coursework/ internal assessment
 - Plagiarism
 - Theft of another's work
 - Alteration of results documents, including certificates
 - Breaching security of examination materials
 - Failing to follow instructions provided by an invigilator
 - Changing results statements or certificates
 - Undermining the integrity of the examination.
- Examples of centre staff malpractice may include:
 - Failure to keep examination materials secure before the scheduled start time
 - Breaching security of examination materials before the examination
 - Moving the time or date of the examination without permission (beyond that permitted) without notifying the relevant awarding body
 - Failure to supervise the examination properly
 - Assisting candidates in the production of coursework or controlled assessments, beyond that permitted by regulations
 - Failing to keep student computer files secure
 - Assisting or prompting students with the production of answers.

4.1 Procedures for informing candidates of Awarding Bodies' regulations:

All candidates receive, via email, a copy of the Awarding Bodies' regulations regarding coursework and examinations. During the course of the examination period, two notices are displayed both in the area immediately outside the examination room and on display in the examination area.

Notice 1: Warning to Candidates –This notice covers regulations in the examinations venue

Notice 2: This notice warns candidates that possession of an electronic device in the exam room will mean disqualification.

Verbal announcements:

Before the beginning of every exam, candidates are given a verbal reinforcement of the Awarding Body's regulations.

In addition, candidates are given the opportunity to hand in mobile devices by being supplied with a label and the mobile being transferred to the Leadership Group Line Manager.

4.2 Procedures for investigating alleged malpractice

All cases of malpractice are reported to the Examinations Administrator/member of the LG responsible for examinations who will inform the Headteacher. The Examinations Administrator



will obtain written statements from those concerned, whether the malpractice is by staff or candidates.

If an invigilator or other member of staff suspects malpractice then the following procedure must be followed:

1. The Lead Invigilator, Examinations Administrator, Headteacher and LG Line Manager for Examinations must be informed immediately.
2. If the suspected malpractice is disturbing, or has the potential to disturb, other candidates then the candidate must be removed from the venue discretely with the time noted.
 - When out of the venue they must be supervised at all times whilst respecting the rights and dignities of the student
 - The candidate should be informed that there is suspected malpractice including the nature of the malpractice
 - If it is suspected that the candidate has unauthorised materials then the desk should be searched by two people
 - If a search of the candidate is required then the school policy for searching students must be followed (See Behaviour Policy). Two members of staff must be present with at least one member of LG present and one member of staff the same gender as the candidate. The candidate's pencil case must also be searched in front of the candidate. Any search must be carried out before the candidate uses the toilet.
 - If the suspected malpractice is immediately disproven the candidate must be allowed to continue the examination with the full time allocation. Parents must be informed and Special Consideration applied for if the candidate was considered unduly affected.
 - If evidence of suspected malpractice is found the candidate can finish the examination, provided that no disturbance is caused, but the candidate must be held at the end of the examination to be spoken to by the Headteacher or member of the Leadership Group.
3. If malpractice is suspected then a full investigation must be undertaken by the Headteacher and, JCQ guidance must be followed – *JCQ Suspected Malpractice in Examinations and Assessments: Policies and Procedure*
4. The candidate must be fully informed of their rights and responsibilities at all times and must be treated with due dignity recognising that this will be a distressing process. The candidate should be considered innocent until such time that an allegation is proven.
5. Report of Findings:
 - A written statement must be produced using JCQ guidance
 - Details of all the facts, details of any circumstances, and details of the investigation carried out by the centre
 - Written statement(s) from the person under investigation
 - Written statement(s) from all other persons involved
 - Details of any mitigating circumstances



- Details of the centre's procedures for providing candidates and staff with details of Examinations' regulations
 - Details/copies of unauthorised materials found in the examination room.
6. The suspected candidate must be clear about the allegation and also their rights and responsibilities included within the JCQ guidelines.
 7. School internal procedures must be reviewed following any suspected or proven case of malpractice.
 8. This guidance must form part of invigilator induction and annual training.
 9. Parents/Carers must be kept fully informed by the Headteacher.
 - Possible JCQ sanctions:
 - An official warning
 - Loss of part of the marks gained for the examination
 - Loss of all the marks gained for the examination
 - Disqualification from the whole qualification
 - Disqualification from all qualifications taken in that series
 - Barred from entering any examinations for a given period of time

4.3 Staff Malpractice

An investigation by the school into alleged malpractice by members of staff,

1. Must be formally carried out by the Headteacher.
2. If the allegation is against the Headteacher the investigation will be carried out by the Chair of Governors.
3. Any member of staff must be made fully aware of the nature of the allegation and the possible consequences should the allegation be proven.
4. Any member of staff must have the opportunity to respond to any allegations (preferably in writing).
5. For serious allegations a member of the Awarding Body may be present. The member of staff has the right to have a companion.

The JCQ document *Suspected Malpractice in Examinations and Assessments* can be found at <http://www.jcq.org.uk/exams-office/malpractice>.

5. Links to existing Policies

- Non-examination and controlled assessment policy
- Examinations – appeals policy
- Behaviour policy



- Disciplinary Rules and Procedures
- Safeguarding Policies

6. What action is the school taking to enforce this policy?

- This policy is shared with staff by the Examinations Manager on an annual basis
- Invigilators remind candidates about malpractice before all examinations and are trained annually
- JCQ notices are displayed outside all examination rooms
- Students/Parents of candidates are sent a copy of the Examination guidance
- Candidates are briefed before each exam session

7. What everyone must do to uphold this policy

All staff involved in examinations and internal assessments must be familiar with appropriate, up to date guidance and apply it impartially.

8. Who should people contact if they have a question or suggestion for improvement?

The Examinations Administrator or the member of the Leadership Group responsible for Examinations