

# St Benedict's Catholic College



## Malpractice Policy 2023

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# St Benedict's Catholic College Malpractice Policy



## Introduction

St Benedict's Catholic College manages malpractice, in accordance with the JCQ General Regulations for Approved Centres (section 5.11). Under normal delivery arrangements we take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations and report and investigate as detailed in the centre's Exam Policy according to the requirements.

Our general centre policies regarding malpractice, maladministration and conflicts of interest have been reviewed to ensure they address the specific challenges of delivery in Summer 2023.

## Purpose of the policy

This policy addresses malpractice under the specific arrangements for delivery in Summer 2023. All staff involved have been made aware of this policy.

## General principles

In accordance with the regulations, St Benedict's Catholic College 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, including:
  - the JCQ M1 form in a case of suspected candidate malpractice
  - the JCQ M2 form in a case of suspected malpractice/maladministration involving a member of centre staff
- 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 2022-2023 and provide such information and advice as the awarding body may reasonably require

Where reference is made to candidates, this includes any private candidate(s) accepted by the centre

## Reporting malpractice

### Candidates (or an individual acting on their behalf)

Where a candidate might attempt to gain an unfair advantage during the exam or internal assessment process on the determination of grades by, for example, submitting fabricated evidence or plagiarised work, or any other act deemed as malpractice in the JCQ Suspected Malpractice: Policies and Procedures 2022-2023, St Benedict's will submit a report of suspected candidate malpractice to the relevant awarding body.

Where a candidate, or an individual acting on their behalf (such as a parent/carer), might try to influence grade decisions by applying pressure to the centre or any of its staff, St Benedict's will keep and retain clear and reliable records of the circumstances and the steps taken, and make the candidate aware of the outcome. This will include a record that confirms the candidate had been made aware of the evidence that was going to be used and understand that the range of evidence used to determine a grade was not negotiable.

However, if a candidate or an individual acting on their behalf continues to inappropriately attempt to pressure centre staff, a report of suspected candidate malpractice will be submitted to the relevant awarding body.

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A report will be submitted by completing the appropriate documentation as guided by the individual awarding body concerned, including the form JCQ M1 Report of suspected candidate malpractice.

- This form must be used by the head of the centre to notify the appropriate awarding body of an instance of suspected candidate malpractice in the conduct of examinations or assessments
- It can also be used to provide a report on investigations into instances of suspected malpractice
- In order to prevent the issue of erroneous results and certificates, it is essential that the awarding body concerned is notified immediately of instances of suspected candidate malpractice

### Centre staff

St Benedict's will report any instances of potential malpractice (which includes maladministration).

'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. Further examples of centre staff malpractice are set out in Appendix 2, Part 1 of JCQ Suspected Malpractice: Policies and Procedures 2022-2023

The list is not exhaustive and does not limit the scope of the definitions set out in this document. Other instances of malpractice may be identified and considered by the awarding bodies at their discretion.

- Failing to keep examination material secure prior to an examination
- Discussing or otherwise revealing information about examinations and assessments that should be kept confidential, e.g. internet forums/social media
- Moving the time or date of a fixed examination beyond the arrangements permitted within the JCQ publication Instructions for conducting examinations. Conducting an examination before the published date constitutes centre staff malpractice and is a clear breach of security
- Failing to adequately supervise candidates who have been affected by a timetable variation (this would apply to candidates subject to overnight supervision by centre personnel or where an examination is to be sat in an earlier or later session on the scheduled day)
- Releasing candidates early from a timetabled assessment (e.g. before 10.00 a.m. for a morning session examination)
- Manufacturing evidence of competence against national standards
- Fabricating assessment and/or internal verification records or authentication statements
- Entering fictitious candidates for examinations or assessments, or otherwise subverting the assessment or certification process with the intention of financial gain (fraud)
- Substituting one candidate's controlled assessment, coursework or non-examination assessment for another's
- Sharing or lending candidates' controlled assessment, coursework or non-examination assessment with other candidates in a way which allows malpractice to take place
- Assisting or prompting candidates with the production of answers
- Permitting candidates in an examination to access prohibited materials (dictionaries, calculators etc.)
- Failure to immediately report all alleged, suspected or actual incidents of malpractice to the awarding body
- Failing to ensure that candidates' controlled assessment, coursework, non-examination assessment or work to be completed under controlled conditions is adequately completed and/or monitored and/or supervised

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- Failure, on the part of the head of centre, to adhere to awarding body specification requirements in the delivery of non-examination assessments, endorsements and other projects required as part of a qualification. These include the GCSE Computer Science Programming Project, GCSE English Language Spoken Language Endorsement and/or the GCE A-level Biology, Chemistry, Geology and Physics Practical Skills Endorsement
- Inappropriate members of staff assessing candidates for access arrangements who do not meet the criteria as detailed within Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments
- Failure to use the correct tasks/assignments for assessments

Any act of dishonesty in relation to an examination or assessment including, but not limited to:

- Inventing or changing marks for internally assessed components (e.g. non-examination assessments) where there is no actual evidence of the candidates' achievement to justify the marks awarded
- Manufacturing evidence of competence against national standards
- Fabricating assessment and/or internal verification records or authentication statements;
- Entering fictitious candidates for examinations or assessments, or otherwise subverting the assessment or certification process with the intention of financial gain (fraud)
- Substituting one candidate's controlled assessment, coursework or non-examination assessment for another's
- Providing misleading or inaccurate information to an awarding body, candidates and/or parents

Improper assistance to candidates. Any act where assistance is given beyond that permitted by the specification or regulations to a candidate or group of candidates, which results in a potential or actual advantage in an examination or assessment.

- Assisting candidates in the production of controlled assessment, coursework, nonexamination assessment or portfolios, beyond that permitted by the regulations
- Sharing or lending candidates' controlled assessment, coursework or non-examination assessment with other candidates in a way which allows malpractice to take place
- Assisting or prompting candidates with the production of answers
- Permitting candidates in an examination to access prohibited materials (dictionaries, calculators etc.)
- Prompting candidates in an examination/assessment by means of signs, or verbal or written prompts
- Assisting candidates granted the use of a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe beyond that permitted by the regulations

Failure to co-operate with an investigation

- Failure to make available information reasonably requested by an awarding body in the course of an investigation, or in the course of deciding whether an investigation is necessary, and/or
- Failure to investigate on request in accordance with the awarding body's instructions or advice, and/or
- Failure to investigate or provide information according to agreed deadlines, and/or
- Failure to immediately report all alleged, suspected or actual incidents of malpractice to the awarding body

**Maladministration**

Failure to adhere to the regulations regarding the conduct of controlled assessments, coursework, examinations and non-examination assessments, or malpractice in the conduct of examinations/assessments and/or the handling of examination question papers, candidate scripts, mark sheets, cumulative assessment records, results and certificate claim forms, etc



### **Candidates Malpractice**

- The alteration or falsification of any results document, including certificates
- A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations
- The unauthorised use of alternative electronic devices or technology during remote assessment and remote invigilation
- Accessing the internet or online materials during remote assessment and remote invigilation, where this is not permitted
- Failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments
- Collusion: working collaboratively with other candidates, beyond what is permitted
- Copying from another candidate (including the use of technology to aid the copying)
- Bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), watches, instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, or other similar electronic devices
- Allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment
- The deliberate destruction of another candidate's work
- Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
- Failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information online
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication
- Making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio
- Allowing others to assist in the production of controlled assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment
- The misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials)
- Being in possession of unauthorised confidential information about an examination or assessment
- Bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations)
- The inclusion of inappropriate, offensive, obscene, homophobic, transphobic, racist or sexist material in scripts, controlled assessments, coursework, non-examination assessments or portfolios
- Impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment
- Plagiarism: unacknowledged copying from, or reproduction of, published sources or incomplete referencing
- Theft of another candidate's work
- Facilitating malpractice on the part of other candidates
- Behaving in a manner so as to undermine the integrity of the examination