Malpractice Policy for Exams

Clarity Independent School

Bridge Barn Farm
Woodhill Road
Sandon
CM2 7SG

Clarity Independent School is committed to safeguarding...

"Our school is committed to our whole-school approach to safeguarding, which ensures that keeping children safe is at the heart of everything we do, and underpins all systems, processes and policies...We promote an environment where children and young people feel empowered to raise concerns and report incidents and we work hard in partnership with pupils, parents and caregivers to keep children safe."

Clarity Safeguarding Policy September 2024

Written by Richard Clow

This is version [2.2]
Written: 16th November 2023
Mid-Year Update Date: June 2025 for September 2024
Updated by Name: Richard Clow

Bridge Farm Barn, Woodhill Road, Sandon, Chelmsford CM2 7SG Tel: 01245 408 606 Email: admin@clarity.essex.sch.uk DfE number: 881/6073

Malpractice for Exams

Centre Name	Clarity Independent School
Centre Number	16314
Date policy first created	16/11/2023
Current policy approved by	Debbie Hanson
Current policy reviewed by	N/A
Date of next review	01/09/2024

Key Staff Involved in the Policy

Role	**Name**
Head of Centre	Debbie Hanson
Senior leader(s)	Debbie Hanson Sharyn Ailara Richard Clow
Exams Officer	Richard Clow
Other staff (if applicable)	Michelle Deveney, Sam Powell

Reference in the policy to **GR** and **SMPP** relate to relevant sections of the current JCQ publications **General Regulations for Approved Centres** and **Suspected Malpractice: Policies and Procedures**.

Bridge Farm Barn, Woodhill Road, Sandon, Chelmsford CM2 7SG Tel: 01245 408 606 Email: admin@clarity.essex.sch.uk DfE number: 881/6073

Introduction

What is malpractice and maladministration?

'Malpractice' and 'maladministration' are related concepts, the common theme of which is that they involve a failure to follow the rules of an examination or assessment. This policy and procedure uses the word 'malpractice' to cover both 'malpractice' and 'maladministration' and it means any act, default or practice which is:

- a breach of the Regulations
- a breach of awarding body requirements regarding how qualification should be delivered
- a failure to follow established procedures in relation to a qualification

which:

  - gives rise to prejudice to candidates
  - compromises public confidence in qualifications
  - compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate
  - damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre (SMPP 1.2)

Candidate malpractice

'Candidate malpractice' normally involves 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 completion of any examination. (SMPP 2)

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 (SMPP 2)

Suspected malpractice

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice. (SMPP 2)

Bridge Farm Barn, Woodhill Road, Sandon, Chelmsford CM2 7SG Tel: 01245 408 606 Email: admin@clarity.essex.sch.uk DfE number: 881/6073

Purpose of the Policy

The purpose of this policy is to confirm how Clarity Independent School manages malpractice under normal delivery arrangements in accordance with the regulations.
To confirm Clarity Independent School has in place:

- a written malpractice policy which covers all qualifications delivered by the centre and details how candidates are informed and advised to avoid committing malpractice in examinations/assessments, how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body (GR 5.3)

General Principles

In accordance with the regulations Clarity Independent School will:

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) 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 or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation (GR 5.11)
- As required by an awarding body, gather evidence of any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication **Suspected Malpractice - Policies and Procedures** and provide such information and advice as the awarding body may reasonably require (GR 5.11).

Preventing Malpractice

Clarity Independent School has in place:

- Robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ publication **Suspected Malpractice: Policies and Procedures**. (SMPP 4.3)
- This includes ensuring that all staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the following JCQ documents and any further awarding body guidance:
  General Regulations for Approved Centres 2024-2025;
  Instructions for conducting examinations (ICE) 2024-2025;
  Instructions for conducting coursework 2024-2025;
  Instructions for conducting non-examination assessments 2024-2025;
  Access Arrangements and Reasonable Adjustments 2024-2025;

Bridge Farm Barn, Woodhill Road, Sandon, Chelmsford CM2 7SG Tel: 01245 408 606 Email: admin@clarity.essex.sch.uk DfE number: 881/6073

A guide to the special consideration process 2024-2025;
Suspected Malpractice: Policies and Procedures 2024- 2025;
Plagiarism in Assessments;
AI Use in Assessments: Protecting the Integrity of Qualifications;
A guide to the awarding bodies' appeals processes 2024-2025
(SMPP 3.3.1)

Informing and advising candidates

Candidates will be briefed by the Invigilator prior to the examinations taking place. A handbook will also be available to candidates and parents/carers as a hard copy and electronically (published on the centre's website). The handbook will detail the rules in place to prevent malpractice and actions that will be undertaken in the event of malpractice or suspected malpractice taking place.

The use of AI and potential malpractice will be discussed with the relevant curriculum leads, Head of Centre, Exams Officer and Deputy Headteacher who advises on curriculum strategy and planning.

Identification and reporting of malpractice

Escalating suspected malpractice issues

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

Invigilators will report any suspected malpractice to the Exam Officer and Head of Centre using the appropriate forms from: https://www.jcq.org.uk/exams-office/malpractice/
The relevant awarding bodies will be notified by the Head of Centre. The malpractice report will be escalated by the Head of Centre in agreement with the awarding body guidance and regulations and JCQ Policies and Procedures. The Head of Centre will assist the JCQ and awarding bodies with any investigation raised by a report.

Reporting suspected malpractice to the awarding body

- 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 of the JCQ publication **Suspected Malpractice: Policies and Procedures** (SMPP 4.1.3)
- The Head of Centre will ensure that where a candidate who is a child/vulnerable adult is the subject of a malpractice investigation, the candidate's parent/carer/ appropriate adult is kept informed of the progress of the investigation (SMPP 4.1.3)

Bridge Farm Barn, Woodhill Road, Sandon, Chelmsford CM2 7SG Tel: 01245 408 606 Email: admin@clarity.essex.sch.uk DfE number: 881/6073

- Form JCQ/M1 will be used 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 staff malpractice/maladministration (SMPP 4.4, 4.6)
- 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. (SMPP 4.5)
- Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where a candidate has signed the declaration of authentication, must be reported using a JCQ M1 to the relevant awarding body. If at the time of the malpractice there is no entry for that candidate (who the centre intended to enter), the centre is required to submit an entry by the required entry deadline. (SMPP 4.5)
- 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 accused individuals (SMPP 5.33)
- Once the information gathering has concluded, the Head of Centre (or other appointed information gatherer) 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; for centre staff, form JCQ/M3 will be used (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. The head of centre will be informed accordingly (SMPP 5.40)

Communicating malpractice decisions

Once a decision has been made, 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 individuals concerned and pass on details of any sanctions and action 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)

Bridge Farm Barn, Woodhill Road, Sandon, Chelmsford CM2 7SG Tel: 01245 408 606 Email: admin@clarity.essex.sch.uk DfE number: 881/6073

Appeals against decisions made in cases of malpractice

Clarity Independent School will:

- Provide the individual with information on the process and timeframe 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.**
- For candidate malpractice cases, the centre has the right to contest the decision by asking for the matter to be referred to the Malpractice Committee.

Centre-specific changes

Changes and updates to centre specific procedures to be included as part of an annual review or as necessary when advised by the JCQ or individual awarding bodies.

This policy is reviewed and updated annually in accordance with relevant guidance and regulations.

Overall responsibility for managing malpractice in examinations in **Clarity Independent School** rests with the Head Teacher, Debbie Hanson.

Bridge Farm Barn, Woodhill Road, Sandon, Chelmsford CM2 7SG Tel: 01245 408 606 Email: admin@clarity.essex.sch.uk DfE number: 881/6073