

Le Rocquier School
Malpractice policy



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LEAD PERSON: Exams Officer

Context of Policy

It is important that the integrity of external examinations and controlled assessments are maintained at Le Rocquier School, and that this integrity can be demonstrated to the awarding bodies.

With the ease of access to information and sources on the Internet, it is crucial that students are aware what constitutes plagiarism and other unfair practices, and the consequences of cheating to gain an unfair advantage.

Malpractice Examples

Attempting to carry out, or actually carrying out, any malpractice activity is not permitted by Le Rocquier School.

The following are examples of malpractice by learners; this list is not exhaustive and other instances of malpractice may be considered by the school, in consultation where appropriate with the Awarding Body:

- plagiarism by copying and passing off, as the learner's own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work (including Internet sources), thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission and without appropriately acknowledging the source
- collusion by working collaboratively with other learners to produce work that is submitted as individual learner work. Learners should not be discouraged from teamwork, as this is an essential key skill for many sectors and subject areas, but the use of minutes, allocating tasks, agreeing outcomes, etc. are an essential part of team work and this must be made clear to the learners
- impersonation by pretending to be someone else in order to produce work for another or arranging for another to take one's place in an assessment/examination/test
- fabrication of results and/or evidence
- failing to abide by the instructions or advice of an assessor, a supervisor, an invigilator, or Awarding Body conditions in relation to the assessment/examination/test rules, regulations and security
- misuse of assessment/examination material
- introduction and/or use of material unauthorized by the requirements of supervised assessment/examination/test conditions, for example: notes, study guides, personal organisers, calculators, dictionaries (when

prohibited), MP3s, mobile phones, iwatches or other similar electronic devices or internet enabled devices

- obtaining, receiving, exchanging or passing on information which could be assessment/examination/test related (or the attempt to do so) by means of talking or passing on written papers/notes during supervised assessment/examination/test conditions
- behaving in such a way as to undermine the integrity of the assessment/examination/test
- the alteration of any results document, including certificates
- cheating to gain an unfair advantage

Investigations into allegations of malpractice will be coordinated by the Assistant Head Teacher (exams) who will seek to deal with the investigation in a timely manner. The Exams Officer, subject teacher or Head of Department (or Curriculum Manager where appropriate) responsible for conducting an investigation will establish the full facts and circumstances of any alleged malpractice. It will not be assumed that, because an allegation has been made, it is true. Where a conflict of interest may be seen to arise, investigations into suspected malpractice will not be delegated to the head of the subject department involved in the suspected malpractice, but rather to the SLT line manager or Deputy Head Teacher (exams).

Where appropriate the student concerned, as well as any potential witnesses to the malpractice, will be interviewed, and statements taken.

Le Rocquier School and, where appropriate, the Awarding Body will determine the application of a sanction or penalty according to the evidence presented, the nature and circumstances of the malpractice. The following list is not exhaustive.

- Warning at a meeting with parents/carers following a letter home
- Loss of marks for a section
- Loss of marks for a component
- Loss of all marks for a unit
- Disqualification from a unit
- Disqualification from all units in one or more qualifications
- Disqualification from a whole qualification.

The Examinations Office will refer to the JCQ ICE booklet and follow the procedures listed below in dealing with malpractice in the exam hall or in any connection with the qualification.

JCQ ICE:

17.1 If a candidate is suspected of malpractice, the invigilator must warn the candidate that he/she may be removed from the examination room. The candidate should also be warned that the awarding body will be informed and may decide to disqualify the candidate.

17.2 The invigilator must record what has happened. Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination. If necessary, the invigilator should summon assistance.

17.3 The head of centre must report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination. Form JCQ/M1 - Report of suspected candidate malpractice - <http://www.jcq.org.uk/exams-office/malpractice> must be completed. The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.

17.4 The head of centre has a duty to monitor and report potential malpractice by invigilators and centre staff to the awarding body immediately.

17.5 If candidates commit malpractice, the awarding body may decide to penalise or disqualify them. Candidates should be warned of the possible penalties an awarding body may apply. See sections 4.2 and 4.3, page 13 of JCQ ICE booklet.

17.6 Examination scripts must be packed as normal (see section 21, page 41 of JCQ ICE booklet). Form JCQ/M1 must be submitted separately to the relevant awarding body.

Advice: In such circumstances please refer to the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures.

Le Rocquier School will write to the candidate and inform them of outcome and consequence of any malpractice.