



Le Rocquier School

Examinations Malpractice Policy

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NEXT REVIEW DATE: September 2025

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:

- 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, online materials or AI tools 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 others, beyond what is permitted;
- copying from another candidate (including the use of technology to aid the copying);
- 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 assessments, coursework, non-examination assessments, examination responses or assisting others in the production of controlled assessments, coursework, non-examination assessments or examination responses;



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- 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 offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
- personation: 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, third party sources or incomplete referencing (including the internet and artificial intelligence (AI) tools);
- theft of another candidate's work;
- being in possession (whether used or not) of unauthorised material during an examination or assessment, 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, AirPods, MP3/4 players, pagers, or other similar electronic devices;
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor;
- facilitating malpractice on the part of other candidates;
- behaving in a manner so as to undermine the integrity of the examination.

Investigations into allegations of malpractice will be coordinated by the Deputy 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.



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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.

24.1 Where a candidate is being disruptive, the invigilator must warn the candidate that he/she may be removed from the examination room. The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification. The invigilator must record what has happened.

24.2 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.

24.3 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.

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

24.5 Where candidates commit malpractice, the awarding body may decide to penalise them, which could include disqualification. Candidates should be warned of the possible penalties an awarding body may apply as detailed in the JCQ publication Suspected Malpractice: Policies and Procedures, 1 September 2022 to 31 August 2023: <http://www.jcq.org.uk/exams-office/malpractice>

24.6 In cases of suspected malpractice, examination scripts must be packed as normal (see section 28) and 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.

The JCQ Suspected Malpractice: Policies and Procedures and this Le Rocquier School Examinations Malpractice Policy are referred to in the Le Rocquier School Student Exam Handbook which includes a document to be signed by students to confirm that they have read the policy and understand what constitutes malpractice. The handbook also signposts where Students can find these policies on the School Website. Teachers will continue to make students aware of malpractice as part of teaching.