

ASSESSMENT MALPRACTICE POLICY

Policy Name: Assessment Malpractice Policy	Issue date: 07/11/23	Version No: V1
Status: Approved	Next Review date: 18/10/2024	Page 1 of 11

Policy Control/Monitoring

Approved by: (Position in Organisation)	Assistant Headteacher/ Exams Quality Control Lead
Date:	07/11/2023
Accountability: (Position in Organisation)	Assistant Headteacher/ Exams Quality Control Lead
Revision Cycle:	Annually
Brief details of amendments made	V1 N/A

Equality Impact Assessment

This document forms part of Percy Hedley’s commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice in relation to the protected characteristics (race, disability, gender, sexual orientation, age, religious or other belief, marriage and civil partnership, gender reassignment, pregnancy and maternity), as well as to promote positive practice and value the diversity of all individuals and communities.

As part of its development this document and its impact on equality has been analysed and no detriment identified.

Key staff involved in the policy – Centre No 39301

- **Head of Centre**
- **SLT**
- **Examination Officer**

Policy Name: Assessment Malpractice Policy	Issue date: 07/11/23	Version No: V1
Status: Approved	Next Review date: 18/10/2024	Page 2 of 11

Version Control Tracker

Version Number	Date
V1	07/11/2023

1. Introduction

2. Purpose

3. Preventing malpractice

4. Informing and advising candidates

5. Identification and reporting of malpractice

6. Communicating malpractice decisions

7. Appeals against decisions made in cases of malpractice

8. Centre-specific changes

Policy Name: Assessment Malpractice Policy	Issue date: 07/11/23	Version No: V1
Status: Approved	Next Review date: 18/10/2024	Page 3 of 11

1.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 a 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)

Policy Name: Assessment Malpractice Policy	Issue date: 07/11/23	Version No: V1
Status: Approved	Next Review date: 18/10/2024	Page 4 of 11

Candidate malpractice

'Candidate malpractice' means 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 writing of any examination paper. (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)

2. Purpose of the policy

To confirm Percy Hedley 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)

Policy Name: Assessment Malpractice Policy	Issue date: 07/11/23	Version No: V1
Status: Approved	Next Review date: 18/10/2024	Page 5 of 11

General principles

In accordance with the regulations Percy Hedley 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)

3. Preventing malpractice

Percy Hedley 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 2023-2024;*
 - ✓ *Instructions for conducting examinations (ICE) 2023-2024;*
 - ✓ *Instructions for conducting coursework 2023-2024;*
 - ✓ *Instructions for conducting non-examination assessments 2023-2024;*

Policy Name: Assessment Malpractice Policy	Issue date: 07/11/23	Version No: V1
Status: Approved	Next Review date: 18/10/2024	Page 6 of 11

- ✓ *Access Arrangements and Reasonable Adjustments 2023-2024;*
- ✓ *A guide to the special consideration process 2023-2024;*
- ✓ *Suspected Malpractice: Policies and Procedures 2023-2024;*
- ✓ *Plagiarism in Assessments;*
- ✓ *AI Use in Assessments: Protecting the Integrity of Qualifications;*
- ✓ *A guide to the awarding bodies' appeals processes 2023-2024 (SMPP 3.3.1)*

4. Informing and advising candidates

- Pupils will be informed of school's policy on assessment malpractice and plagiarism during induction of the course, through hand outs and via the pupils email by their teacher.
- Examination staff/Invigilators informs student in the Exams room before the exam starts.
- Pupils will be shown the appropriate formats to record cited texts and other materials or information including websites;
- Percy Hedley School Staff should include assessment procedures which reduce the opportunity for malpractice including for example:
 - Period of supervised sessions during which evidence for assessments is produced by the pupil;
 - Altering assessment assignments/tasks/tools on a regular basis; - using oral questions with pupils for a single assignment/task in a single session for the complete cohort of pupils;
 - Ensuring access controls which prevent pupils from accessing and using other people's work when using networked computers.
- Pupils should be asked to declare that their work is their own when submitting assessments;

Policy Name: Assessment Malpractice Policy	Issue date: 07/11/23	Version No: V1
Status: Approved	Next Review date: 18/10/2024	Page 7 of 11

- AI (Artificial Intelligence) misuse is a form of plagiarism and therefore Malpractice:

All those interviewed or making statements should be aware that awarding bodies reserve the right to share their statements, records or transcripts – with others involved in the case.

This Information may be shared at any stage during or after the investigation.

5. 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)
 - Invigilator must inform Exams Officer immediately of any suspected malpractice issues.
 - The Exams officer informs the Deputy Head Teacher
 - Reports from all parties involved must be filled in and collated.
 - The Exams Officer will report it to the awarding body as per protocol and procedure and submit with supporting documents
 - The SLT will be informed by the Exams Officer and updates will be provided on the process of the suspected malpractice issue
 - When a case of alleged assessment malpractice has been reported the incident should be investigated using the appropriate disciplinary procedure

Policy Name: Assessment Malpractice Policy	Issue date: 07/11/23	Version No: V1
Status: Approved	Next Review date: 18/10/2024	Page 8 of 11

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)
- 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)
- 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

Policy Name: Assessment Malpractice Policy	Issue date: 07/11/23	Version No: V1
Status: Approved	Next Review date: 18/10/2024	Page 9 of 11

the relevant awarding body, accompanied by the information obtained during the course of their enquiries (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)

6. 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)

7. Appeals against decisions made in cases of malpractice

Percy Hedley 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**

Policy Name: Assessment Malpractice Policy	Issue date: 07/11/23	Version No: V1
Status: Approved	Next Review date: 18/10/2024	Page 10 of 11

8. Centre-specific

Qualification at PHS 23-24

Pearson ELC NEN0

Pearson Numbers & Measures ANM10, ANM20

Pearson Functional Skills - Various EL1,2,3 & L1,2

AQA ELC 5930

AQA GCSE – various 8461, 8465, 8300

AQA Unit Awards – various

OCR - TBC

Policy Name: Assessment Malpractice Policy	Issue date: 07/11/23	Version No: V1
Status: Approved	Next Review date: 18/10/2024	Page 11 of 11