



RIDGEWOOD
HIGH SCHOOL

Malpractice Policy

2023 - 2024

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V1	31/01/2024	First issue

Introduction

This policy is reviewed and updated annually to ensure that any malpractice at Ridgewood High School is managed in accordance with current requirements and regulations.

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

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)

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)

Aims

This policy confirms that Ridgewood High School has in place a written Malpractice Policy, which covers all qualifications delivered. The policy details how candidates are informed and advised to avoid committing malpractice in examinations/assessments, and how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body (GR 5.3)

In accordance with the regulations, Ridgewood High 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

Ridgewood High 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).

Staff involved in the delivery of assessments and examinations understand the key dates and deadlines for their subjects, and, along with awarding body guidance, the following documents are shared with all staff who are involved in the delivery of assessments and examinations:

- 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
- 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)

Additionally, processes to prevent and identify malpractice are supported by the thorough training of examination invigilators and access arrangement facilitators.

Informing and advising candidates

Candidates are informed of what malpractice is, and how to avoid committing it, via the Ridgewood High School exams candidate handbook which is issued to all candidates along with their Statement of Entry. Information is also shared via the school website, on the exams noticeboard, in 'exams assemblies' and by teaching staff during lessons.

Candidates' attention is specifically drawn to the JCQ 'information for candidates' documents, including information for written exams, coursework and non-exam assessments, and the use of social media. Information is also shared regarding plagiarism and the use of artificial intelligence.

Candidates are also reminded of the use of /being in possession of unauthorised items immediately prior to the commencement of assessments/written examinations.

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).

Suspected malpractice should be reported immediately to the Exams Officer, the Deputy Headteacher or to the Head of Centre.

All incidents of suspected, alleged or actual malpractice (candidate or centre) will be escalated immediately to the Head of Centre.

If malpractice is identified during an examination, the Lead Invigilator is required to make a full written report of the incident. The Exams Officer will then escalate the matter to the Head of Centre for their immediate attention.

Where a candidate who is a child is the subject of a malpractice investigation, the candidate's parent/carer/appropriate adult will be kept informed of the progress of the investigation.

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)

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 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).

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 ensure the decision, including any sanctions imposed, is communicated to the individuals concerned, and will ensure that any sanctions imposed are adhered to. The Head of Centre will also inform the individuals if they have the right to appeal (SMPP 11.1).

Malpractice cases are usually confidential between the centre and the awarding body. However, in cases of serious malpractice, such as where the threat to the integrity of the examination or assessment is such as to outweigh a duty of confidentiality, it may be necessary for information to be exchanged amongst:

- the regulators
- other awarding bodies
- other regulatory or investigative bodies
- other centres where the malpractice may affect the delivery of an awarding body's qualification.

Appeals against decisions made in cases of malpractice

All awarding bodies have established procedures for considering appeals against sanctions arising from malpractice decisions.

Ridgewood High 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