

Updated March 2021

Eastbrook Secondary School



Appendix J: Examination Malpractice Guidance Policy

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Policy amendments may occur at any time. Please consult the Policies page on the website for the latest update.

This document should be read in conjunction with the [exams entry policy](#). This document aims to provide guidance in the prevention of malpractice when undertaking exams and assessments. For clarity, malpractice is defined ‘...as any act, default or practice which is a breach of the Regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.’

The rules and regulations as set out in the JCQ awarding body documentation related to malpractice is welcomed and supported by Eastbrook school. Working towards regulations to safeguard against malpractice creates a suitable environment to help students achieve their potential.

It is important to note that malpractice does not just relate to the actions of students. Staff also need to be aware of cases of staff malpractice that are unintentional. Staff also need to be aware of the consequences of malpractice for students, for staff and for the school, this can ultimately lead to disqualification, delay of results publication and the centre being discontinued to deliver awards in the future.

The responsibility for ensuring that malpractice is avoided/addressed lies with the Head of Centre and the SLT. **When a suspected occurrence of malpractice is identified , a member of SLT and/or Exams Officer will notify the Awarding Organisation with the details of the malpractice immediately, according to the AO’s requirements.**

The detailed list below on how to avoid malpractice is not a comprehensive list, but provides a good reference for avoiding malpractice:

- Staff are conscious of undue pressure or soliciting from pupils or parents in the awarding of grades where this is determined at a centre level, and will report this to the Head of Centre immediately.
- All staff aware of exam times, the process to request exam times to be altered, how ‘clash’ candidates should be supervised or what constitutes unauthorised access to exam material prior to the exam.
- SLT inform Heads of Departments that the management of exams rests with the exams officer. Heads of Department must acquire prior permission from SLT to be present in the exam room. Their presence – to identify candidates, or address any disruptive behaviour - may be needed but this needs to be agreed beforehand. No teacher should enter an exam room to ‘have a look at the exam paper’, or stage pre-exam coaching sessions in the exam room.
- Teachers are clear over how they are ‘assisting candidates’ in relation to controlled assessments/coursework. Access to prohibited materials is enforced through rigorous tracking logs and candidates with access arrangements are not assisted beyond that permitted by the regulations.
- SLT ensure/check that all exam rooming conforms to JCQ regulations (with all relevant notices posted outside rooms), a member of SLT is on hand to identify students if needed and support invigilators/the exams officer to deal with disruptive behaviour before and during exams.

- **In the instance** students engage in any of the behaviour/actions detailed below then this is dealt with in an appropriate manner. SLT ensure that they are clear over what JCQ/awarding bodies expect when dealing with such instances. SLT are aware of the processes related to dealing with malpractice and how to investigate instances accordingly. This also includes issues such as addressing candidates who arrive late, or very late, for exams (see [appendix F Late to exam form](#) and see [appendix A : contingency](#) on when candidates are late to exams).
- Through regular mock exams, students are fully aware by the time they experience external assessments that a breach of the instructions or advice of an invigilator constitutes malpractice as does a failure to abide by the conditions of supervision designed to maintain the security of the examinations or assessments.
- students are clear over the consequences of collusion, copying or allowing their work to be copied.
- Students will hand in all mobile phones prior to entering the exam venue. All wrist watches will be placed on the desk, and invigilators will conduct a cursory check of all isles prior to exams starting.
- Pupils who use reading pens may be seated in the main examining venue but will use headphones provided by the centre only.
- Prior to the exam commencing, the centres will NOT hold revision sessions or coach students in the designated exam room.
- throughout all academic years, pupils are highlighted to the consequences of bad behaviour in the exam room with examples of awarding body sanctions (such as a mobile phone, on their person, ringing in an exam, and the impact that this may have on all other exams).
- **We** write to parents/carers prior to external exams detailing rules, regulations and expectations. We are clear on the process for arriving late, disruptive behaviour or failing to adhere to the requests of invigilators.
- a member of SLT is present outside the exam room to assist with the calm entry of students into the exam room.
- Invigilators will read out appendix 3 page 55 of the ICE booklet 2017_2018 before exams start.

Implementation of the above measures help students through a stressful period whilst also providing them every opportunity to perform to the best of their ability.

All members of staff – including exams officers and invigilators – are dedicated to the elimination of malpractice.