



MALPRACTICE and MALADMINISTRATION POLICY

1. Where malpractice is discovered in external examinations, then the appropriate procedure as set out by the awarding body or JCQ (Joint Council for Qualifications) will be followed by the school.
 - Malpractice by candidates: The procedure outlined in the “Instructions for conducting examinations” will be carried out. The Examinations manager will deal with the procedure after consultation with the Head of Centre. The Awarding Body will be informed using the appropriate form. Details of candidate malpractice are listed in the JCQ booklet “Malpractice in Examinations and Assessments: Policies and Procedures.
 - Malpractice by centre staff: Any suspected malpractice by centre staff will be immediately reported to the Head of Centre who will report the details to the Awarding Body and cooperate fully in any investigation that may be needed. Details of centre staff malpractice are listed in the JCQ booklet “Malpractice in Examinations and Assessments: Policies and Procedures.

<http://www.jcq.org.uk/exams-office/malpractice/suspected-malpractice-in-examinations-and-assessments-2015-16>
2. Where malpractice is discovered in coursework, then the appropriate Head of Department will discuss the matter with the Headteacher and the Examinations Officer. The action taken will depend on the severity of the malpractice that has taken place.
 - a) In some circumstances, candidates will be required to re-submit the work.
 - b) In some circumstances, the work will be destroyed and not entered for assessment. This will reduce the grade available to the candidate.
 - c) In extreme circumstances, the incident will be reported to the relevant awarding body.
3. Where malpractice in coursework is discovered by the awarding body, then the awarding body will follow their own malpractice procedures.
4. All candidates must be aware that the awarding body has the right to invalidate any qualifications awarded by them to the candidate if malpractice is discovered.
 - a) In addition, awarding bodies will report malpractice to the JCQ who may invalidate all qualifications awarded by all awarding Bodies.
 - b) Candidates must therefore ensure that malpractice does not take place at any stage during the assessment process.

Definition of Maladministration

Maladministration is essentially any activity or practice which results in non-compliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration.

Examples of maladministration

- Late learner registrations (both infrequent and persistent)
- Inaccurate claim for certificates
- Failure to maintain appropriate auditable records, e.g. certification claims and/or forgery of evidence
- Withholding of information, by deliberate act or omission, from us which is required to assure active examples of malpractice
- Failure to carry out internal assessment, internal moderation or internal verification in accordance with our requirements
- Deliberate failure to maintain appropriate auditable records, e.g. certification claims and/or forgery of evidence
- Fraudulent claim(s) for certificates
- Collusion or permitting collusion in exams/assessments
- Learners still working towards qualification after certification claims have been made
- Plagiarism by learners/staff
- Copying from another learner (including using ICT to do so).

If any of the examples of maladministration are evident the Head must be informed and the JCQ procedure followed informing the awarding body of the event.

<http://www.jcq.org.uk/exams-office/malpractice/suspected-malpractice-in-examinations-and-assessments-2015-16>

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This policy is available on the school website. It is referred to when students begin the course and again in late spring when we have assemblies to detail the regulations before qualification claim and/or examination.