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## Exam Malpractice Policy 2023-24

Committee:	Teaching and Learning
Approved by Committee on	11 <sup>th</sup> October 2023
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Date of next review:	November 2024
Responsible Officer:	E. Hart

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#### **The 11-19 exam malpractice policy**

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##### Assessment malpractice statement

When implemented the awarding bodies will be contacted using the appropriate forms and or on headed paper and emailed in the first instance.

##### Staff Malpractice statement

##### Introduction

This statement sets out the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the assessment of internally marked qualifications and also regarding examinations invigilated by staff at the school and marked externally.

##### Examples of Malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by staff with regards to portfolio-based qualifications. This list is not exhaustive:

- Tampering with candidates work prior to external moderation/verification
- Assisting candidates with the production of work outside of the awarding body guidance
- Fabricating assessment and/or internal verification records or authentication statements

The following are examples of malpractice by staff with regard to examinations

- Assisting candidates with exam questions outside of the awarding body guidance

- Allowing candidates to talk, use a mobile phone/i-phone/smart watch/internet or go to the toilet unsupervised
- Tampering with scripts prior to external marking taking place

## Process

Such malpractice is regarded as misconduct under the School's Discipline Policy. Any allegations of malpractice will follow the disciplinary investigation, sanction and appeals processes as set out in that policy.

## Candidate Malpractice statement

### Introduction

This statement sets out to define the procedures to be followed in the event of any dispute or allegation regarding candidate malpractice in the assessment of internally marked qualifications and regarding examinations marked externally. Attempted or actual malpractice will not be tolerated.

The following are examples of malpractice by candidates with regards to portfolio-based qualifications. This list is not exhaustive:

- Plagiarism: the copying and passing off as the candidate's own work, the whole or part of another person's work
- Collusion: working collaboratively with other learners to produce work that is submitted as the candidate's only
- Failing to abide by the instructions of an assessor – This may refer to the use of resources which the candidate has been specifically told not to use
- The alteration of any results document

The following are examples of malpractice by candidates with regards to examinations. This list is not exhaustive:

- Talking during an examination
- Taking a mobile phone or smart watch such as Apple watches, or equivalent, into an examination
- Taking any item other than those accepted by the Awarding Body into the examination, such as a book or notes
- Leaving the examination room without permission
- Passing notes or papers or accepting notes to, or accepting notes or papers from another candidate

Irregularities in internally assessed components of examinations discovered prior to the signing of declarations of authentication need not be reported to the Exam Board. The centre may instead decline to accept the work for assessment purposes.

If an irregularity is discovered by the centre after the signing of declarations of authentication, full details of the case must be submitted to the Exam Board at the earliest opportunity. The matter will then be treated as a formal case of suspected malpractice.

Irregularities discovered by the Exam Board will be reported to the centre.

Under the terms of JCQ Regulations, candidates who breach the Regulations may be disqualified from subjects for which they have been entered in the current examination series.

Comberton Village College is committed to adhering to the rules and regulations as set out by JCQ and the Exam Boards.

All matters of suspected malpractice will therefore be thoroughly investigated by the College and the Exam Board will be notified.