



YSGOL GATHOLIG CRIST Y GAIR CHRIST THE WORD CATHOLIC SCHOOL

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**EXAM**

Malpractice Policy

January 2025



## Christ the Word Catholic School

### Ysgol Gatholig Crist y Gair

Name of Policy / Procedure	Malpractice Policy
Issue date	January 2025
Review date	January 2026
GB committee responsible for the policy	Curriculum, Standards and Performance Committee
Staff member responsible for writing, reviewing and updating the policy	Headteacher
Person responsible for monitoring implementation of the policy	Chair of Curriculum, Standards and Performance Committee
Workload impact assessment	High

#### *Teacher Workload Impact Assessment*

- High impact:* Policy implemented by teachers on a daily / weekly basis
- Medium impact:* Policy implemented by teachers on a monthly / termly basis
- Low impact:* Policy implemented by teachers on an annual basis
- Not applicable (n/a)* Policy is not implemented by teachers

- ❖ This policy has been adopted for use at Ysgol Crist y Gair based on the North Wales Schools model policy.

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### 1. Aim

Aim:

- To identify and minimise the risk of malpractice by staff or learners
- To respond to any incident of alleged malpractice promptly and objectively
- To standardise and record any investigation of malpractice to ensure openness and fairness
- To impose appropriate penalties and/or sanctions on learners or staff where malpractice has occurred
- Incidents (or attempted incidents) of malpractice are proven
- To protect the integrity of this centre's qualifications.

In order to do this, the centre will:

- Seek to avoid potential malpractice by using the induction period and the learner handbook to inform learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice
- Show learners the appropriate formats to record cited texts and other materials or information sources
- Ask learners to declare that their work is their own
- Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used
- Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Head of Centre / Exams Officer/ Lead Invigilator and all personnel linked to the allegation. It will proceed through the following stages:
  - Interviews and statements taken from all parties
  - Analysis of the work submitted
  - Contact made with Exam board
  - Contact made with parents
  - Completion of Form JCQ/ M1 and submission of evidence (Appendix A)
- Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven

- Give the individual the opportunity to respond to the allegations made
- Inform the individual of the avenues for appealing against any judgment made
- Document all stages of any investigation

Where malpractice is proven, the exam board will apply penalties/sanctions.

More information can be found at <http://www.jcq.org.uk/exams-office/malpractice>

## 2. Definition of Malpractice by Learners

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

- Plagiarism of any nature
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work
- Copying (including the use of ICT to aid copying)
- Deliberate destruction of another's work
- Fabrication of results or evidence
- False declaration of authenticity in relation to the contents of a portfolio or coursework
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.

## 3. Definition of Malpractice by Centre Staff

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

- Improper assistance to candidates
- Inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made
- Failure to keep candidate coursework/portfolios of evidence secure
- Fraudulent claims for certificates
- Inappropriate retention of certificates
- Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves centre staff producing work for the Learner

- Producing falsified witness statements, for example for evidence the learner has not generated
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework
- Facilitating and allowing impersonation
- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment
- Falsifying records/certificates, for example by alteration, substitution, or by fraud
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment.

Under the United Nations Convention on the Rights of the Child and the Welsh Assembly government's overarching strategy document *Rights to Action*, all children and young people must be provided with an education that develops their personality and talents to the full. The Education Act 2002 further strengthens schools' duty to safeguard and promote the welfare of all children and young people.

## Appendix 8 JCQ/M1 Suspected candidate malpractice



### JCQ/M1

#### Suspected candidate malpractice

##### Confidential

This form is to be used by centres to report instances of suspected candidate malpractice.

For guidance on how to complete this form please **see page 7** of this form.

##### Awarding body

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Date of incident

Time (AM/PM session)

##### Centre number

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##### Centre name and address


Head of centre's email address

Head of centre's telephone number

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Candidate number(s)

Candidate name(s)

Candidate number(s)	Candidate name(s)

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Examination/assessment details

<b>Qualification or specification code</b>	<b>Qualification or specification title</b>
<b>Component/unit code/batch number</b>	<b>Component/unit title</b>

Name(s) of invigilator(s)/assessment personnel or other witness/witnesses

<b>Name</b>	<b>Role</b>

Complete Sections A, B, C and D as indicated.

**Section A** (All qualifications)

Describe the nature of the suspected candidate malpractice including details as to how it was discovered, by whom and when.

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**Section B** (Vocational qualifications only)

Describe how the candidates were made aware of the examination or assessment regulations.

### Section C (All general qualifications and other qualifications if applicable)

#### Examinations

Was the *Warning to Candidates* displayed outside the examination room?  
(either by means of a projector or in hard copy paper format) YES  NO

Had the candidate(s) been issued with a copy of the  
*Information for candidates*? (either electronically or a paper version) YES  NO

Were candidates reminded of examination regulations at the  
beginning of this particular examination? YES  NO

**Coursework/non-examination assessment** YES  NO   
Had the candidate(s) been issued with a declaration of authentication?

Had the candidate(s) signed the declaration of authentication stating  
that all work completed was the candidate's own? YES  NO

Was the *Information for candidates* issued to the candidate(s) prior to signing the declaration of  
authentication?

### Section D (All qualifications)

If the incident involves disruptive behaviour, did the candidate behaviour  
cause disturbance to other candidates? YES  NO

If the answer to the above question is yes and you wish to request special consideration for  
other candidates, please submit an application for special consideration in the normal way.

If the incident involves the introduction of unauthorised material, is a copy/image of the unauthorised material enclosed?

YES

NO

If the answer to the above question is no, please give a detailed description of the unauthorised material and an explanation of why a copy/image has not been provided.

If the case involves plagiarism, please provide full details (i.e. title, author, edition, website, AI tool, etc.) of the material plagiarised and include copies.

If there are any other details you feel are relevant to this allegation, including mitigating circumstances, please give further information below.

**Supporting information**

Please indicate below the supporting information submitted with this report. All relevant information and materials **must** be submitted at this time. Information submitted subsequently may not be considered.

**Please ensure that all supporting documents are scanned and attached (preferably as PDF documents) to the same email.**

<b>Information submitted with this form</b>	
Statement(s) from invigilator(s)	<input type="checkbox"/>
Statement from teacher/tutor/head of subject/assessor/internal verifier	<input type="checkbox"/>
Statement from teacher/tutor/head of subject/assessor/internal verifier	<input type="checkbox"/>
Statement(s) from candidate(s)	<input type="checkbox"/>
Statement from employer	<input type="checkbox"/>
Seating plan of examination room	<input type="checkbox"/>
Unauthorised material removed from the candidate(s)	<input type="checkbox"/>
Copies of sources of plagiarised material	<input type="checkbox"/>
Assessment and Internal Verification or Moderation records	<input type="checkbox"/>
Other (please give details)	<input type="checkbox"/>

- If statement(s) from the candidate(s) is/are not enclosed, please put a cross in this box to indicate that the candidate(s) has/have been given the opportunity to make a statement, but has/have chosen not to do so.

### **Report of suspected candidate malpractice**

This checklist is intended to assist centres when completing a report of suspected candidate malpractice.

**It is the responsibility of the head of centre to ensure that these requirements have been met.**

Reference is made to the requirements detailed in the JCQ document:  
*Suspected Malpractice: Policies and Procedures:*

<http://www.jcq.org.uk/exams-office/malpractice>

**Please indicate by putting a cross in the appropriate box for the following points:**

		Yes	No
1.	The candidate(s) has/have been informed of their individual responsibilities and rights ( <b>section 5.33</b> ).	<input type="checkbox"/>	<input type="checkbox"/>
2.	A candidate or candidates accused of malpractice:		
	• has/have been informed (preferably in writing) of the allegation made against him or her;	<input type="checkbox"/>	<input type="checkbox"/>
	• has/have been advised that a copy of the JCQ document Suspected Malpractice: Policies and Procedures can be found on the JCQ website;	<input type="checkbox"/>	<input type="checkbox"/>
	• know(s) what evidence there is to support the allegation;	<input type="checkbox"/>	<input type="checkbox"/>
	• know(s) the possible consequences should malpractice be proven;	<input type="checkbox"/>	<input type="checkbox"/>
	• has/have had the opportunity to consider their response to the allegations (if required);	<input type="checkbox"/>	<input type="checkbox"/>
	• has/have had an opportunity to submit a written statement;	<input type="checkbox"/>	<input type="checkbox"/>
	• has/have had an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required);	<input type="checkbox"/>	<input type="checkbox"/>
	• has/have been informed of the applicable appeals procedure should a decision be made against him or her;	<input type="checkbox"/>	<input type="checkbox"/>
	• has/have been informed of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators and other appropriate authorities.	<input type="checkbox"/>	<input type="checkbox"/>

To be completed by the head of centre

<b>Name (please print)</b>		<b>Tel no.</b>	
<b>Signature*</b>		<b>Date</b>	

\* Submission by email from the centre's registered email address will be accepted in place of a signature.

<b>NOTES ON THE COMPLETION OF FORM JCQ/M1</b>
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This form **must** be used by the head of the centre to notify the appropriate awarding body of an instance of suspected candidate malpractice in the conduct of examinations or assessments. It can also be used to provide a report on investigations into instances of suspected malpractice.

**In order to prevent the issue of erroneous results and certificates, it is essential that the awarding body concerned is notified immediately of instances of suspected candidate malpractice.**

Full details of the procedures which **must** be followed when investigating cases of suspected malpractice can be found in the JCQ document: *Suspected Malpractice: Policies and Procedures*: <http://www.jcq.org.uk/exams-office/malpractice>

Reports on investigations from centres **must** include:

- a detailed account of the circumstances surrounding the suspected candidate malpractice including, in the case of disruptive behaviour, an indication as to whether the behaviour continued after warnings were given, and whether the candidate was removed from the examination room/assessment situation or not;
- the procedures for advising candidates of the regulations concerning the conduct of examinations and/or assessments;
- a report of any investigation carried out subsequently by the centre;
- signed and dated statements from the staff concerned (e.g. invigilators, assessors, teachers, tutors, etc.) on the centre's official letterheaded paper;
- signed and dated statements from the candidate(s) concerned or a clear indication that they have been given the opportunity to make a statement; (In circumstances which make it inappropriate to interview the candidate, the centre should discuss the case in confidence with the awarding body.)
- seating plans of the examination room (if appropriate).

This form is intended to be used as the basis for the report.

**This form and supporting information should be submitted by email.**

**All supporting documents should be scanned and attached (preferably as PDF documents) to the same email, and the originals retained within the centre.**

The awarding body concerned will acknowledge receipt of this form.

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