



THOMAS ALLEYNE'S HIGH SCHOOL
UTTOXETER

Suspected Malpractice Policy and Procedures

Conflict of Interest

2020/2022

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Managing and Resources Committee 11 th May 2021	
Date of next review	May 2022

Introduction

This document is intended for all those involved in or affected by malpractice incidents, including those who wish to report malpractice concerns regarding the delivery of general and vocational qualifications which are certificated by JCQ awarding bodies.

Purpose of the policy

Thomas Alleyne's High School manages malpractice, in accordance with the JCQ [General Regulations for Approved Centres](#) (section 5.11). Under normal delivery arrangements we take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations and report and investigate according to the requirements.

All staff involved have been made aware of this policy.

General principles

In accordance with the regulations [Thomas Alleyne's High School](#) will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration)
- 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, including:
 - the [JCQ M1 form](#) in a case of suspected candidate malpractice
 - the [JCQ M2 form](#) in a case of suspected malpractice/maladministration involving a member of centre staff
- as required by an awarding body, investigate any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication [JCQ Suspected Malpractice: Policies and Procedures 2020-2021](#) and provide such information and advice as the awarding body may reasonably require

Where reference is made to candidates, this includes any private candidates accepted by the centre

Instances of Malpractice

Instances of malpractice rise for a variety of reasons:

- some incidents are intentional and aim to give an unfair advantage in an examination or assessment
- some arise due to a lack of awareness of the regulations, carelessness, or forgetfulness in applying the regulations

- some arise as a result of the force of circumstances which are beyond the control of those involved (e.g. fire alarms sounds and the supervision of candidates is disrupted).

Malpractice includes maladministration and instances of non-compliance with the regulations and includes activity such as failure to adhere to the regulations regarding the conduct of controlled assessments, coursework, examinations and non-examination assessments, or failures of compliance with JCQ regulations in the conduct of examinations/assessments and/or the handling of examination question papers, candidate scripts, mark sheets, cumulative assessment , results and certificate claim forms.

The individuals involved in malpractice also vary. They may be:

- teachers, teacher assistants, examination officers, invigilators
- assessment personnel such as examiners, assessors, moderators, internal/external verifiers
- parents/carers, siblings or friends of the candidate

Irrespective of the cause or people involved, all allegations of suspected malpractice in relation to examinations and assessments need to be investigated. This is to protect the integrity of the qualification and to be fair to the centre and all candidates.

Failure by a centre to notify, investigate and report to an awarding body all allegations of malpractice or suspected malpractice constitutes malpractice in itself.

Also failure to take action as required by an awarding body or to co-operate with an awarding body's investigation, constitutes malpractice.

Head of Centre

The head of centre must:

- Notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice
- Report malpractice using the appropriate forms
- Be accountable for ensuring that the centre and centre staff comply at all times with the awarding body's instructions regarding an investigation
- Ensure that if it is necessary to delegate the gathering of evidence to a SLT member that the member of staff chosen is independent and not connected to the department or candidate involved. The HOC should ensure that there is no conflict of interest which might compromise the investigation
- Respond speedily and openly to all requests for an investigation into an allegation of malpractice
- Make information requested by an awarding body available
- Co-operate with an enquiry into an allegation and ensure that their staff do also, whether the centre is directly involved in the case or not
- Ensure staff members and candidates are informed of their individual responsibilities and rights

- Forward any awarding body correspondence and evidence to centre staff or enable the awarding body to do so
- Pass on to the individuals concerned any warning or notification of penalties and ensure compliance with a request made by the awarding body as a result of a malpractice case

Centre staff

Centre staff malpractice means malpractice committed by:

- A member of staff, contractor or volunteer at the centre (teacher, invigilator, EO, speech therapist, student support professional etc)

Candidates (or an individual acting on their behalf)

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.
- Where a candidate might attempt to gain an unfair advantage for example, submitting fabricated evidence or plagiarised work, or any other act deemed as malpractice in the [JCQ Suspected Malpractice: Policies and Procedures 2020-2021](#),
- Where a candidate, or an individual acting on their behalf such as a parent/carer, might try to influence grade decisions by applying pressure to the centre or any of its staff,

Reporting malpractice

Thomas Alleyne's High School will report any instances of potential malpractice, which includes maladministration.

A report will be submitted by completing the appropriate documentation as guided by the individual awarding body concerned, including the form [JCQ M1 Report of suspected candidate malpractice](#)

A report will be submitted by completing the appropriate documentation as guided by the individual awarding body concerned, including the form [JCQ M2 Notification of suspected malpractice / maladministration involving centre staff](#).

- The form must be completed by the head of centre before an investigation commences to notify an awarding body of an instance of alleged, suspected or actual malpractice or maladministration
- The form must be completed and submitted to the appropriate awarding body immediately a suspicion is raised or an allegation received

Declaration of Interest

To comply with the regulations, the centre is required to manage Conflicts of Interest and inform the relevant awarding body/bodies for any of their qualifications of:

- any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units;
- any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units; **and**

maintains clear records of **all instances** where:

- exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres;
- centre staff are taking qualifications at their centre which **do not** include internally assessed components/units;
- centre staff are taking qualifications at other centres.