



ST CUTHBERT'S
— CATHOLIC HIGH SCHOOL —

Malpractice and Maladministration (Exams)

for the Academic Year 2023 – 2024

Approved by:	Local Governing Committee	Approved on:	October 2023
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1. Instances of malpractice

Instances of malpractice arise for a variety of reasons:

- some incidents are intentional and aim to give an unfair advantage in an examination or assessment;
- some incidents arise due to a lack of awareness of the regulations, carelessness, or forgetfulness in applying the regulations;
- some occur as a result of the force of circumstances which are beyond the control of those involved (e.g. a fire alarm sounds and the supervision of pupils/students is disrupted).

2. Individuals involved in malpractice

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

- pupils/students;
- teachers, tutors, trainers, assessors or others responsible for the conduct, administration or quality assurance of examinations and assessments including examination officers, invigilators and those facilitating Access Arrangements (e.g. readers, scribes, prompter, language modifier and practical assistants);
- assessment personnel such as examiners, assessors, moderators or internal and external verifiers;
- other third parties, e.g. parents/carers, siblings or friends of the candidate.

Irrespective of the underlying cause or the people involved, all allegations of malpractice in relation to examinations and assessments will be investigated. This is to protect the integrity of the qualification and to be fair to all candidates within St Cuthbert's High School.

3. Types of Malpractice

Malpractice may or may not relate directly to sitting an examination. Awarding bodies are aware of the possibility of novel or unexpected forms of malpractice emerging as technologies and the nature and organisation of examination centres change.

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, pupil/student scripts, mark sheets, cumulative assessment records, results and certificate claim forms. This list is not exhaustive. Awarding bodies are obliged to notify the qualifications regulators of certain malpractice incidents, in accordance with the regulators' conditions.

The following are types of malpractice:

- breach of security;
- deception;
- improper assistance to pupils/students;
- failure to co-operate with an investigation;
- maladministration;
- pupil/student malpractice, including artificial intelligence (AI)

In addition, further specific forms of malpractice relating to the awarding of grades in the Summer 2024 series include:

- failure to appropriately authenticate a pupils/students work;
- over direction of pupils/students in preparation for common assessments;
- allegations that centres submit grades not supported by evidence that they know to be inaccurate;
- centres enter pupils/students who were not originally intending to certificate a grade in the Summer 2024 series;

- failure to engage as requested with awarding organisations during the External Quality Assurance and appeals stages; and
- failure to keep appropriate records of decisions made and teacher assessed grades.

Any malpractice suspected by St Cuthbert's High School will be reported immediately to the relevant awarding body. Form JCQ/M1 (suspected candidate malpractice) or Form JCQ/M2 (suspected malpractice/ maladministration involving centre staff) will be used to notify an awarding body of an incident of malpractice. Each form is available from the JCQ website <http://www.jcq.org.uk/exams-office/malpractice>.

The handling of malpractice complaints and allegations involves the following phases (sections refer specifically to the JCQ document Suspected Malpractice: Policies and Procedures):

- the allegation
- awarding body's response
- the investigation
- the report
- the decision
- the appeal

St Cuthbert's High School will follow all necessary guidance and be compliant with all necessary investigations, where required.