

Southend adult
community college



**CANDIDATE
MALPRACTICE IN
EXAMINATIONS
POLICY**

Assessment Malpractice means any act or neglect or default which threatens the integrity of public examinations and certification, and which damages the authority of those responsible for conducting them. This includes attempting or planning malpractice even if it is unsuccessful.

Maladministration is any deliberate action by a member of staff which has the potential to undermine assessment or certification of any qualification.

Southend Adult Community College abides by the assessment procedures of all the awarding bodies. Guidance for dealing with Assessment Malpractice can be found on the Joint Council for Qualifications web site: www.jcq.org.uk. In cases where the awarding body is not part of the Joint Council for Qualifications (JCQ) reference will be made to regulations / procedures of the specific awarding body.

The following are some examples of malpractice:

- Plagiarism by copying and passing off, as the learners own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work, thoughts, inventions, and/or discoveries.
- Unauthorised access to examination papers
- Collusion by working collaboratively with other learners to produce work that is submitted as individual work. The exam board encourages teamwork, but there should be a written record of how the work was allocated and completed.
- Impersonation by pretending to be someone else in order to produce the work for another learner or arranging for somebody else to take one's place in an assessment/examination/test.
- Fabrication of results and /or evidence of accredited prior learning.
- Failing to abide by the instructions or advice of an assessor, supervisor, invigilator or the examination regulations in relation to the assessment/examination/test rules, regulations and security.
- Misuse of assessment/examination material.
- Introduction of unauthorised material contra to the requirements of supervised assessment/examination/test conditions, for example: notes, study guides, personal organisers, calculators, and dictionaries without permission, personal stereos, mobile phones or other similar electronic devices.
- Obtaining, receiving, exchanging or passing on information which could be assessment/examination/test related (or the attempt to) by means of talking or notes during supervised assessment/examination/test conditions.
- Behaving in such a way as to undermine the integrity of the assessment/examination/test
- The alteration of any results document including certificates.
- Cheating to gain unfair advantage.

Assessment Malpractice will be dealt with through Southend Adult Community College's malpractice procedure. All cases of suspected malpractice will be reported to the College Head of Centre's delegated nominee, the Vice Principal, and the awarding body by the Exams and Assessment Officer within 24 hours of the incident of suspected malpractice.

A thorough investigation will then be carried out. The candidate and relevant college staff involved in the suspected malpractice investigation will be asked to provide a written statement. For written or on-screen examinations the invigilators will also be asked to provide a written statement. Examination board forms (JCQ/M/01 or independent board equivalent form) will be used for this purpose.

At the end of the investigation into the alleged malpractice the college Vice Principal will provide a full report to the awarding body and a final decision will be issued by the awarding body. The decision by the awarding body including the sanctions imposed will be communicated to the candidate in writing by the Vice Principal. The candidate will also be informed of the appeal procedure.

Candidates are reminded that Southend Adult Community College and awarding bodies treat all cases of malpractice very seriously, penalties and infringements carry serious and severe consequences for individuals involved in acts of malpractice. The following are examples of the penalties for infringement of examination regulations:

- Written warning
- Loss of marks for a section
- Loss of marks for a component
- Loss of all marks for a unit
- Disqualification from a unit
- Disqualification from all units in one or more qualifications
- Disqualification from a whole qualification
- Disqualification from all qualifications taken in that series
- Candidate debarral

In addition to any penalty imposed by the awarding body Southend Adult Community will impose their own penalties against individuals involved in acts of malpractice.

References

The following JCQ documents should read in conjunction with this policy:

Warning to Candidates

Information to Candidate – Controlled Assessments

Information to Candidates – On-screen Tests

Information to Candidates – Coursework

Information to Candidates – Social Media

Information to Candidates – Written Exams

Awarding Bodies Website Addresses

Awarding organisations that do not fall under JCQ – Joint Council for Qualifications, please use the following website addresses to access policies relating to malpractice procedures:

www.aat.org.uk

www.abcawards.co.uk

www.ciehq.org

www.gatewayqualifications.org.uk