



# ST CLEMENT'S HIGH SCHOOL

## Malpractice Policy

All incidences of suspected malpractice in assessment must be reported by the centre to the relevant awarding body as per the JCQ publication: **General and Vocational qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures**

### Internal Assessment

Below are some examples of common malpractice issues related to Controlled Assessment and Coursework, with guidance on how to avoid being suspected of malpractice. More detailed examples of malpractice can be found in the JCQ publication mentioned above.

#### Plagiarism

Plagiarism is presenting work that is not your own work without acknowledging that it is not your own work. If the school suspects that your work is plagiarised then it reserves the right not to submit that work to the awarding body, or to report the suspicions to the awarding body for their consideration. Always ensure that you credit the work of others and make sure you do not copy from another student or internet source. Do not be tempted to steal another candidate's work.

If the school suspects that your work is plagiarised prior to your signing of a declaration to state that the work is your own then you may be given a mark of 0. The centre may provide you with the opportunity to complete a new piece of work under strict supervision, if this is deemed acceptable by the awarding body and the centre is able to provide the necessary arrangements. If the centre has reason to believe that work submitted is not your own then the centre is not able to accept this as a valid piece of work and the work cannot be submitted to the awarding body. You will be permitted to present evidence to demonstrate that the centre's suspicions are incorrect and you will be able to appeal as per the Policy for Reviews of marking – centre assess marks (available on request from the Examinations Officer and displayed on the examinations notice board and website.)

If irregularities are identified by either the centre or the examiner/moderator subsequent to your signing an authentication statement then the awarding body must be informed by the centre and a full malpractice investigation conducted. If the breach of regulations is upheld following investigation the awarding body will apply sanctions.

#### Communication

Some pieces of non-examination assessment are completed under formal, exam conditions. If you communicate with another candidate during these secure exam conditions this will be considered malpractice and the school may choose to not mark your work, or to report your behaviour to the awarding body. Make sure that you do not work collaboratively with other students when this is against regulations.

### **External Assessments/Examinations**

Below are some examples of common malpractice issues related to Examinations, with guidance on how to avoid being suspected of malpractice. More detailed examples of malpractice can be found in the JCQ publication mentioned above.

#### **Disruptive Behaviour**

Any behaviour which could disturb others is forbidden in the exam room. This includes, but is not limited to, talking, tapping, tearing paper and turning round. When in the exam room focus on your work and do not be tempted to disrupt anybody else. If you need to attract an invigilator's attention then raise your hand high above your head – do not call out. The school will not tolerate any behaviour which is a deliberate attempt to disturb other candidates. The school reserves the right to report disruptive behaviour to the awarding body, to remove those disrupting others from the examination and will operate a warning system as described in the Examination Conduct Policy.

#### **Inclusion of inappropriate material in scripts**

The inclusion of anything that is offensive, obscene or inappropriate may be considered malpractice. Examiners have the right to report any inappropriate materials to the awarding bodies. Do not include anything, be it text or image, which is not relevant to your examination answers.

#### **Possession of unauthorised material**

Taking into the exam room any unauthorised material constitutes malpractice. Unauthorised material includes, but is not limited to, notes, mobile phones, iWatches, iPods and books. Only bring into the exam room material permitted on the paper. If a calculator or dictionary is not allowed for your paper, then please ensure that you do not bring this equipment into the exam room with you. If in doubt, check with the invigilator before beginning your exam. Possession of unauthorised material will have to be reported to the awarding body and could lead to sanctions as detailed below.

### **Consequences of Malpractice – Internal and External Assessments**

Awarding bodies have a number of penalties and sanctions that they can apply if they uphold a report of malpractice. These range from a written warning, loss of marks to loss of any certification opportunity for that exam season. Awarding bodies can share the information regarding malpractice between each other.

In mock/pre-public/interim examinations, malpractice will be dealt with by the school and relevant sanctions will be applied.

### **Right to Appeal**

When a report of malpractice is filed, students will be given the opportunity to write a statement defending or denying their alleged actions. If the malpractice report is upheld by the awarding bodies there will be an opportunity to appeal. The exam board will send information on the appeal procedure when they send the result of the malpractice report. This information will be passed on to the candidate.

### **Late arrivals to the examination**

We expect you to be punctual for your examinations and arrive to the examination venue a minimum of 10 minutes before the start time of your exam.

If you realise you are going to be late due to unforeseen, unavoidable circumstances you must contact the Examinations Office at the earliest opportunity to explain this. The Examination Office will advise that you should be supervised from the earliest opportunity and you should not access the internet, mobile phones or communicate with anybody who would have knowledge of the content of the examination. The person/s responsible for your supervision should be prepared to write a statement confirming that you had no access to the internet, mobile phones and could not have prior knowledge of examination despite your late arrival.

If you are late you will be allowed to sit the exam at the centre's discretion. We will allow you to sit the examination if we can arrange the rooming and supervision of your examination and it can be arranged with minimal disruption to other candidates. We reserve the right to refuse late arrivals to the examination if it compromises the integrity of the examination system.

If you are late the relevant awarding body may have to be informed. They may choose not to mark your work or issue you with a grade. We will inform you where this is the case. You will be permitted to write a statement to the awarding body explaining your lateness and demonstrating whether you had prior knowledge of the examination as a result of your lateness. This statement will accompany our report to the awarding body.

### **Internal Assessment and External Assessment Issues**

If you encounter any problems whilst in the examination room or whilst producing Internal Assessments you should alert the teacher, supervisor or invigilator as soon as possible by raising your hand.

Remember that Invigilators cannot help you to decide which questions to answer; they cannot help you to answer a question or explain anything to you.

If there is something that is distracting or detracting you from your work you should inform the teacher, supervisor or invigilator immediately so that we can attempt to rectify the problem immediately.

If you do not inform us that there is an issue we will not know that you are unhappy and will not be able to help you. If you notice anything untoward you must tell the teacher, supervisor or invigilator. It is very difficult to put things right once an assessment is completed, therefore the sooner you tell us that there is a problem the sooner we can try to correct things for you.

This document should be read in conjunction with the Policy for reviews of marking – centre assessed marks.