



# St Ursula's Convent School

## A Humanities College and Teaching School

### ST URSULA'S MALPRACTICE POLICY 2018-19: CANDIDATES

#### Introduction

St Ursula's will follow JCQ procedures as laid down in the JCQ Suspected Malpractice in Examinations and Assessments document for the relevant examination series.

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding candidate malpractice in the assessment of internally marked qualifications, such as Non-Examination Assessments or practical work, and also regarding examinations marked externally.

#### Examples of Malpractice

Attempted or actual malpractice will not be tolerated. The following are examples of malpractice by candidates with regard to **Non-Examination Assessments, Practical Work or Portfolio based qualifications**. This list is not exhaustive.

- Plagiarism: the copying and passing off as the candidate's own work be this the whole or part of another person's work
- Collusion: working collaboratively with other learners to produce work which is submitted as the candidate's only
- Failing to abide by the instructions of an assessor: this may refer to the use of resources which the candidates have specifically been told not to use
- The alteration of any results document(s)

If a member of staff suspects a candidate of malpractice the candidate will be informed and the allegation will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate has not already signed the authentication form then the matter may be dealt with internally.

**Should the candidate be found guilty of malpractice after having signed the authentication form then the matter is no longer subject to internal school discipline and must be reported to the relevant awarding body and JCQ.**

The following are examples of malpractice with regard to **externally assessed examinations**. This list is not exhaustive.

- Talking during an examination
- Taking a mobile phone into an examination even if turned off, not on the candidate's person and/or with no intention of using it.
- Taking any item other than those accepted by the Awarding Body into an examination such as an iPod, any other electronic equipment, anything that has web access, books or notes
- Leaving the examination room without permission
- Passing notes or papers or accepting notes from another candidate

If a member of staff suspects a candidate of malpractice during an examination, the candidate will be informed and the allegation will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate is found guilty of malpractice, the Awarding Body will be informed and the candidate's examination paper will be withdrawn. It is unlikely that the candidate will have the opportunity to repeat the examination.

### **Appeals**

In the event that a malpractice decision is made, which the candidate feels is unfair, the candidate has the right to appeal in line with the Complaints and Appeals Procedure.