



Barnhill
COMMUNITY HIGH SCHOOL

**Alleged, suspected or
actual incidents of
malpractice**

2021/22

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Alleged, suspected or actual incidents of malpractice

- ▶ Malpractice, as defined by the JCQ, is:
 - “any act, default or practice which is a breach of the Regulations or which:
 - compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result of certificate;
 - and/or**
 - damages the authority, reputation or credibility of any awarding body or centre or any officer employee or agent of any awarding body or centre”
 - [JCQ Suspected Malpractice 2019-20, p. 3]
- ▶ Examples of malpractice include, but are not limited to: plagiarism (copying); communication with other candidates; possession of unauthorised materials eg electronic or web-enabled devices (such as mobile phones or smart watches), notes, books, etc; failure to follow the instructions of the invigilator/s; disruptive behaviour in the exam room
- ▶ A broader list of examples can be found on p.36 of the *JCQ Suspected Malpractice 2020-21* document (appendix
- ▶ Centres have an obligation to report any incident of suspected malpractice to the relevant awarding body
- ▶ Consequences of malpractice include: an official warning; loss of all marks for a section; loss of all marks for a unit; loss of all marks for a component; disqualification from the whole qualification; disqualification from all qualifications in that series; candidate debarment (where a candidate is not permitted to sit any exams for a set period of time)

Leaked papers

A leaked paper can simply be a hint or a question from the paper, no matter how minor. Any information from the paper should NOT be seen by anyone until the moment that the students are allowed to open the paper as instructed by their invigilator.

With regards to the advancement of technology, the spread of any information from any centre or paper can easily happen.

Whether you are a student or a member of staff, you HAVE TO report any possible leak. Failure to do so can involve the police and be considered as a crime.

Possible signs of a leaked paper are:

- A student repeatedly mentioning a certain subject that s/he read on the internet or hear from the peers than can come up in the exam. At this point the member of staff / teacher needs to take this serious and report this to the Head of the school and the exams officer.
- Unusual focus on a specific subject
- Lack of interest in a wider area of study for the subject.

Examples of leaked papers

<https://www.theguardian.com/uk-news/2019/jun/25/two-arrested-a-level-exam-leak-investigation-edexcel>

<https://www.theguardian.com/education/2019/jun/23/police-investigate-leak-of-gcse-religious-studies-exam-paper>

Barnhill Community High School

At Barnhill Community High School we take any Malpractice very seriously, hence students and staff are made aware of any possibility of Malpractice.

- **It is essential that both the candidates and teachers all understand the what constitutes Malpractice, and their responsibility to report instances of Malpractice. Candidates should report suspected Malpractice to a teacher, curriculum leader, member of SLT, or the Exams Officer, as soon as possible.**
- **The members of staff at the school also have a duty to immediately report any instances of Malpractice to the Head of Centre or the Exams Officer. If the Head of Centre or Exams Officer is not available, they should notify the relevant awarding body.**
- **Any other suspicious conduct, not matter how Minor. Any mean of communication which would make the student aware of the paper before the start of the exam needs to be immediately reported.**

The candidates are instructed to report any suspicions of leaked papers to senior authorities at school such as:

- **Head of the centre (head of school)**
- **Examinations officer**
- **Deputy Head teacher or assistant head teachers**
- **To any other staff member**
- **If any other staff member is informed, the staff member must report to the persons above immediately or as soon as it is reasonably possible.**
- **Candidates who wish to report malpractice will be given immediate access to the key staff cited above.**
- **If, due to circumstances, it is not possible to for the candidates to report to any of the above personnel, the candidate should then report the suspicion to the examination board.**

Equally important, at Barnhill Community High school, we make sure the staff are aware of any Malpractice, such as the possibility of leaked papers:

- **Staff are given awareness training as to leaked papers, and guidance on how best to recognise them.**
- **A formal means of reporting via a proforma will be used to ensure staff understand how to report and that there is a clear record of them having done so in a formal format.**
- **A signed declaration to report any suspicions of malpractice, no matter how minor**

