



KING WILLIAM'S COLLEGE

King William's College

Malpractice Policy (Exams)

Last Reviewed: 10/23

Next Review: 10/24

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KING WILLIAM'S COLLEGE
MALPRACTICE POLICY (EXAMS)

This policy is reviewed and updated annually to ensure that any malpractice at King William's College is managed in accordance with current requirements and regulations.

Reference in the policy to GR and SMPP relate to relevant sections of the current JCQ publications General Regulations for Approved Centres and Suspected Malpractice: Policies and Procedures.

Introduction

'Malpractice' and 'maladministration' are related concepts, the common theme of which is that they involve a failure to follow the rules of an examination or assessment. This policy uses the word 'malpractice' to cover both 'malpractice' and 'maladministration' and it means any act, default or practice which is:

- a breach of the regulations
- a breach of awarding body requirements regarding how a qualification should be delivered
- a failure to follow established procedures in relation to a qualification

which:

- gives rise to prejudice to candidates
- compromises public confidence in qualifications compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre (SMPP 1)

Candidate malpractice

'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper. (SMPP 2)

Centre staff malpractice

'Centre staff malpractice' means malpractice committed by:

- a member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre;
- or an individual appointed in another capacity by a centre such as an invigilator, a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe (SMPP 2)

Suspected malpractice

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice (SMPP 2).

In accordance with the regulations King William's College will:

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations have taken place (GR 5.11)
- Inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation (GR 5.11)
- As required by an awarding body, gather evidence of any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication Suspected Malpractice - Policies and Procedures and provide such information and advice as the awarding body may reasonably require (GR 5.11) and Candidate Handbook (Cambridge International)

Preventing malpractice

King William's College has in place robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ publication Suspected Malpractice: Policies and Procedures. (SMPP 4.3) and the Cambridge Handbook.

This includes ensuring that all staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the following JCQ documents for those preparing candidates for JCQ exams and any further awarding body guidance such as the Cambridge Handbook for Cambridge International IGCSE exams.

- Plagiarism in Assessments
- AI Use in Assessments: Protecting the Integrity of Qualifications
- Instructions for conducting non-examination assessments 2023-2024
- Suspected Malpractice: Policies and Procedures 2023-2024
- Access Arrangements and Reasonable Adjustments 2023-2024
- A guide to the special consideration process 2023-2024
- A guide to the awarding bodies' appeals processes 2023-2024 (SMPP 3.3.1)
- Instructions for conducting examinations (ICE) 2023-2024
- General Regulations for Approved Centres 2023-2024

And for Cambridge International examinations:

- Cambridge Handbook and UK supplement for Cambridge International examinations

Staff are reminded to read the appropriate documents and apply the guidance given therein at the start of the year and to ask the Exams Officer if clarification is required. Links to the documents are provided on Firefly at

<https://kwc.fireflycloud.net/exam-office-information/gcse-and-igcse/jcq-guidance-and-regulations-for-teachers> and <https://kwc.fireflycloud.net/exam-office-information/gcse-and-igcse/caie-guidance-and-regulations>

The link for the current copy of the GR is also sent to all members of the Senior Leadership Team at the start of the academic year by the Exams Officer.

Informing and advising candidates

Candidates are warned about committing malpractice at two exams briefings held by the Exams Officer at the start of the academic year to cover NEA and written examinations, and before they go on study leave to cover written examinations in the June Session. Attendance is checked by the Head of Year and a follow up briefing is held for those candidates that are absent.

Information for candidates explaining what malpractice is and how to avoid committing it is also provided on Firefly and candidates are directed to read this and ask if they have any questions.

Identification and reporting of malpractice

Escalating suspected malpractice issues

Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels (SMPP 4.3). This will be their Head of Department or the Deputy Head if the Head of Department is suspected of maladministration.

Invigilators or any member of staff involved in the exam process (including NEA) will report the malpractice to the Exams Officer. If the Exams Officer is suspected of maladministration, then the Invigilator may report the issue directly to the Head of Centre.

A written statement will be obtained outlining what the malpractice was and who was involved. The candidate or member of staff involved will be informed and a written statement will also be obtained from them.

The Exams Officer will notify the Head of Centre.

Reporting suspected malpractice to the awarding body

The Head of Centre will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice, using the appropriate forms, and will conduct any investigation and gathering of information in accordance with the requirements of the JCQ publication Suspected Malpractice: Policies and Procedures (SMPP 4.1.3)

- The Head of Centre will ensure that where a candidate who is a child or vulnerable adult is the subject of a malpractice investigation, the candidate's parent, carer or appropriate adult is kept informed of the progress of the investigation (SMPP 4.1.3)
- For JCQ exams JCQ/M1 will be used to notify an awarding body of an incident of candidate malpractice. Form JCQ/M2 will be used to notify an awarding body of an incident of suspected staff malpractice/maladministration (SMPP 4.4, 4.6). For Cambridge International Exams Notification of Suspected Centre Staff Malpractice: Exam Day – Form 9a, Suspected Centre Staff Malpractice Report: Exam Day – Form 9b and Suspected Candidate Malpractice Report: Exam Day – Form 9c will be used

- Malpractice by a candidate discovered in a controlled assessment, coursework or non- examination assessment component **prior** to the candidate signing the declaration of authentication need not be reported to the awarding body but will be dealt with in accordance with the college’s internal procedures. The only exception to this is where the awarding body’s confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately (SMPP 4.5)

- If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (a candidate or a member of staff) will be informed of the rights of accused individuals (SMPP 5.33)

- Once the information gathering has concluded, the head of centre (or other appointed information gatherer) will submit a written report summarising the information obtained and actions taken to the relevant awarding body, accompanied by the information obtained during the course of their enquiries (5.35)

- For JCQ exams :Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used (SMPP 5.37)

For Cambridge International : Notification of Suspected Centre Staff Malpractice: Exam Day – Form 9a,Suspected Centre Staff Malpractice Report: Exam Day – Form 9b and/or Suspected Candidate Malpractice Report: Exam Day – Form 9cwill be used.

- The awarding body will decide on the basis of the report, and any supporting documentation, whether there is evidence of malpractice and if any further investigation is required. The head of centre will be informed accordingly (SMPP 5.40)

Communicating malpractice decisions

Once a decision has been made, it will be communicated in writing to the Head of Centre. The Head of Centre will communicate the decision to the individuals concerned and pass on details of any sanctions and action in cases where this is indicated. The Head of Centre will also inform the individuals if they have the right to appeal. (SMPP 11.1)

Appeals against decisions made in cases of malpractice

King William's College will:

- Provide the individual with information on the process and timeframe for submitting an appeal, where relevant
- Refer to further information and follow the process provided in the JCQ publication A guide to the awarding bodies' appeals processes for JCQ exams or refer to and follow the processes detailed in the Cambridge Handbook and UK supplement for Cambridge International exams as appropriate.