



**KENT COLLEGE**  
DUBAI

# Malpractice Policy

## 2021/22

This policy is annually reviewed to ensure that records are archived/retained in accordance with current requirements

Approved/reviewed by	
Anthony Cashin	
Date of next review	September 2022



## Key staff involved in the exams malpractice process

Role	Name(s)
Head of centre	<b>Mr Anthony Cashin</b>
Exams officer	<b>Mr Alexis Chéneau-Château</b>
Senior leader(s)	<b>Mr Tim Hollis, Mr Ben Parkes</b>

## Purpose of the policy

This purpose of this policy is to:

- cover procedures for identifying and managing suspected malpractice
- manage risks associated with controlled assessment.

Taken from JCQ <https://www.jcq.org.uk/exams-office/malpractice/>

*Kent College Dubai follows all regulations and processes set out in the above document. The linked document therefore constitutes the full 'Malpractice Policy' for Kent College Dubai.*

## Definition of malpractice

'Malpractice', which includes maladministration and non-compliance, means 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 or 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.

Failure by a centre to notify, investigate and report to an awarding body all allegations of malpractice or suspected malpractice constitutes malpractice in itself. Also, failure to take action as required by an awarding body, as detailed in this document, or to co-operate with an awarding body's investigation constitutes malpractice.

## Suspected malpractice

For the purposes of this document suspected malpractice means all alleged or suspected incidents of malpractice.

## Centre staff malpractice

'Centre staff malpractice' means malpractice committed by:

- a member of staff or contractor (whether employed under a contract of employment or a contract for services) at a centre; or
- an individual appointed in another capacity by a centre such as an invigilator, an Oral Language Modifier, a practical assistant, a prompter, a reader, a scribe or a Sign Language Interpreter.
- Other instances of malpractice may be identified and considered by the awarding bodies at their discretion.

## Candidate malpractice

'Candidate malpractice' means malpractice by a candidate in the course of 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. Other instances of malpractice may be considered by the awarding bodies at their discretion.

## What constitutes malpractice?

A full list of examples of candidate malpractice are set out in Appendix 2, Part 2 of [https://www.jcq.org.uk/wp-content/uploads/2021/09/Malpractice\\_21-22\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2021/09/Malpractice_21-22_FINAL.pdf)

These examples are not an exhaustive list and as such do not limit the scope of the definitions set out in this document.

## What constitutes Candidate malpractice?

For example:

- the alteration or falsification of any results document, including certificates;
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with other candidates, beyond what is permitted;
- copying from another candidate (including the use of technology to aid the copying);
- allowing work to be copied e.g. posting work on social networking sites prior to an examination
- the deliberate destruction of another candidate's work;
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication;
- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;
- allowing others to assist in the production of controlled assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment;
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
- being in possession of confidential material in advance of the examination;
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);
- the inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
- plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing;
- theft of another candidate's work;
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches or other similar electronic devices;

- the unauthorised use of a memory stick (USB) or similar device where a candidate uses a word processor;
- behaving in a manner so as to undermine the integrity of the examination.

## Risk Management

Example risks and issues	Possible remedial action	Staff
Lack of student awareness of what constitutes malpractice and its consequences.	Students given a copy of JCQ malpractice guidance with definition of malpractice explained and potential consequences outlined by supervising staff. HOD to ensure copies are available to supervising staff and that the correct process has been followed.	Exam Officer  HOD
Candidate fails to sign authentication form.	Ensure all candidates have authentication forms to sign and attach to work when it is completed before handing in. Finding candidate and ensure form is signed.	HODS/teachers  Exams Officer
Teaching staff fail to complete authentication forms or leave before completing authentication.	Return form to staff for signature. Ensure forms are signed as work is marked, not at end of season.	HODs/Teachers Exams Officer
Suspected malpractice is identified.	Students are parents are notified of malpractice via JCQ candidate notification form M1 (Appendix 1 of this document) Head of Centre notifies awarding body at the earliest opportunity.	HODs/Teachers Exams Officer  Head of Centre

As an approved examination centre, Kent College Dubai is required to follow the policies and procedures in the JCQ document Suspected Malpractice in Examinations and Assessments available on the JCQ website <https://www.jcq.org.uk/exams-office/malpractice/>

As stated in the above mentioned document, the head of centre must notify the appropriate awarding body at the earliest opportunity of all suspicions or actual incidents of malpractice. The awarding body will not communicate with you directly, unless particular circumstances warrant this.

As recommended by the awarding body, enclosed you have been provided with:

- a completed copy of the form **JCQ/M1** used to notify the awarding body of the allegation/incident and copies of relevant supporting evidence
- a copy of **section 6.13 Rights of the accused individuals** from the JCQ document referenced above



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You may also wish to consult **Appendix 6** *Table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates* in the JCQ document.

As further stated in the JCQ document, the awarding body will determine the application of a sanction or penalty *according to the evidence presented, the nature and circumstances of the malpractice, and the type of qualification involved* **[section 12.1]**. *Once a decision has been made, it will be communicated in writing to the head of centre as soon as possible* **[section 13.1]**.

At this point, the head of centre will inform you of the decision and any penalties imposed, together with information on the process for submitting an appeal, where relevant.

It should be noted that awarding bodies may share information about individuals found guilty of malpractice in accordance with paragraphs 13.2, 13.3 and 13.4 of the JCQ document.

Please read through all the information provided to you. If anything is unclear, please contact Examinations Manager on [exams@kentcollege.ae](mailto:exams@kentcollege.ae).



**Examination/Assessment details**

<b>Qualification or specification code</b>	<b>Qualification or specification title</b>
██████	██████
<b>Component/unit code/batch number</b>	<b>Component/unit title</b>
██████	██████

**Name(s) of invigilator(s)/assessment personnel or other witness/witnesses**

<b>Name</b>	<b>Role</b>
██████	██████
██████	██████
██████	██████

Complete Sections A, B, C and D as indicated.

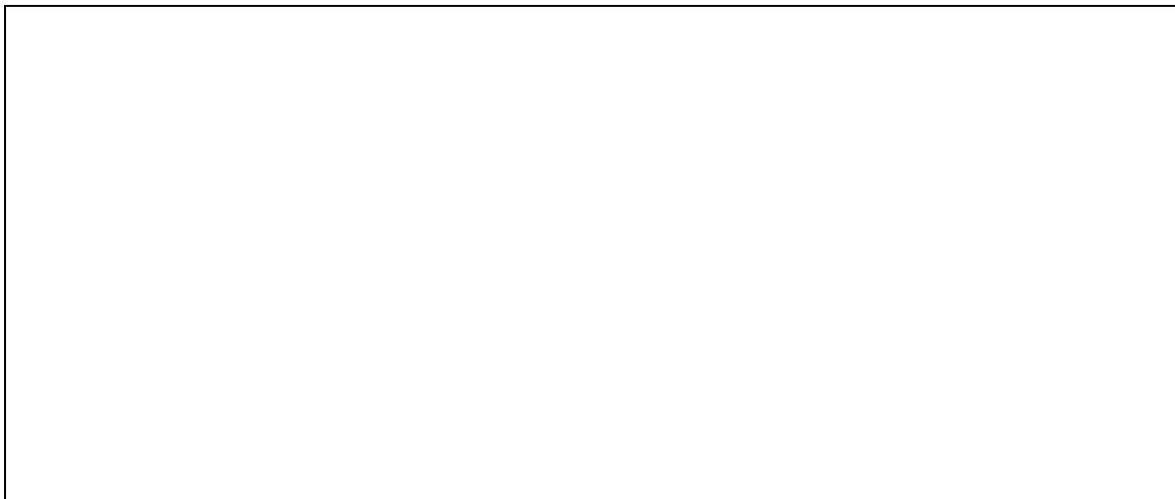
**Section A (All qualifications)**

Describe the nature of the suspected candidate malpractice including details as to how it was discovered, by whom and when.

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**Section B (Vocational qualifications only)**

**Describe how the candidates were made aware of the examination or assessment regulations.**

A large, empty rectangular box with a thin black border, intended for the candidate to write their response to the question above.

## Section C

(All general qualifications and other qualifications if applicable)

### Examinations

Was the *Warning to Candidates* displayed outside the examination room? (either by means of a projector or in hard copy paper format)

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Had the candidate(s) been issued with a copy of the *Information for candidates?* (either electronically or a paper version)

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Were candidates reminded of examination regulations at the beginning of this particular examination?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

### Coursework / non-examination assessment

Had the candidate(s) been issued with a declaration of authentication?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Had the candidate(s) signed the declaration of authentication stating that all work completed was the candidate's own?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Was the *Information for candidates* issued to the candidate(s) prior to signing the declaration of authentication?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

## Section D (All qualifications)

If the incident involves disruptive behaviour, did the candidate's behaviour cause disturbance to other candidates?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

If the answer to the above question is yes and you wish to request special consideration for other candidates, please submit an application for special consideration in the normal way.

If the incident involves the introduction of unauthorised material, is the unauthorised material enclosed?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

If the answer to the above question is no, please give details below of the nature of the unauthorised material.

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If the case involves plagiarism please provide full details (i.e. title, author, edition, website, etc.) of the material plagiarised and include copies if possible.

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If there are any other details you feel are relevant to this allegation, including mitigating circumstances, please give further information below.

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### Supporting evidence

Please indicate below the supporting evidence submitted with this report. All relevant information and materials **must** be submitted at this time. Evidence submitted subsequently may not be considered.

**If submitting this form by e-mail, please ensure that all supporting documents are scanned and attached (preferably as PDF documents) to the same e-mail.**

Evidence submitted with this form	
Statement(s) from invigilator(s)	<input type="checkbox"/>
Statement from teacher/tutor/head of subject/assessor/internal verifier	<input type="checkbox"/>
Statement from examinations officer	<input type="checkbox"/>
Statement(s) from candidate(s)	<input type="checkbox"/>
Statement from employer	<input type="checkbox"/>
Seating plan of examination room	<input type="checkbox"/>
Unauthorised material removed from the candidate(s)	<input type="checkbox"/>
Copies of sources of plagiarised material	<input type="checkbox"/>
Assessment and Internal Verification or Moderation records	<input type="checkbox"/>
Other (please give details)	<input type="checkbox"/>

If statement(s) from the candidate(s) is/are not enclosed, please put a cross in this box to indicate that the candidate(s) has/have been given the opportunity to make a statement, but has/have chosen not to do so.

### To be completed by the head of centre

<b>Name (please print)</b>		<b>Tel No.</b>	
<b>Signature*</b>		<b>Date</b>	

\* Submission by e-mail from the centre's registered e-mail address will be accepted in place of a signature.

## NOTES ON THE COMPLETION OF FORM JCQ/M1

This form **must** be used by the head of the centre to notify the appropriate awarding body of an instance of suspected candidate malpractice in the conduct of examinations or assessments. It can also be used to provide a report on investigations into instances of suspected malpractice.

**In order to prevent the issue of erroneous results and certificates, it is essential that the awarding body concerned is notified immediately of instances of suspected candidate malpractice.**

Full details of the procedures which **must** be followed when investigating cases of suspected malpractice can be found in the JCQ publication: *Suspected Malpractice in Examinations and Assessments: Policies and Procedures* - <http://www.jcq.org.uk/exams-office/malpractice>

Reports on investigations from centres **must** include:

- a detailed account of the circumstances surrounding the suspected candidate malpractice including, in the case of disruptive behaviour, an indication as to whether the behaviour continued after warnings were given, and whether the candidate was removed from the examination room/assessment situation or not;
- the procedures for advising candidates of the regulations concerning the conduct of examinations and/or assessments;
- a report of any investigation carried out subsequently by the centre;
- signed and dated statements from the staff concerned (e.g. invigilators, assessors, teachers, tutors, etc.) on the centre's official letterheaded paper;
- signed and dated statements from the candidate(s) concerned or a clear indication that they have been given the opportunity to make a statement; (In circumstances which make it inappropriate to interview the candidate, the centre should discuss the case in confidence with the awarding body.)
- seating plans of the examination room (if appropriate).

This form is intended to be used as the basis for the report.

If the first four pages of the form are printed on A3 paper, and backed, it can be used as a coversheet for supporting documentation.

**This form may be submitted either by post or by e-mail. Submission by e-mail from the centre's registered e-mail address will be accepted in place of a signature. When submitting the form by e-mail, all supporting documents should be scanned and attached (preferably as PDF documents) to the same e-mail, and the originals retained within the centre. Reports which require the inclusion of lengthy documents or candidate work should be sent by post. Centres must not submit the same report by both methods.**

The awarding body concerned will acknowledge receipt of this form.

**The form and supporting documentation must be sent to:**

**AQA**

Irregularities/Malpractice

AQA

Devas Street

Manchester M15 6EX

[irregularities@qa.org.uk](mailto:irregularities@qa.org.uk)

**CCEA**

Irregularities/Malpractice

29 Clarendon Road

Belfast BT1 3BG

[malpractice@ccea.org.uk](mailto:malpractice@ccea.org.uk)

**City & Guilds**

Investigation and Compliance

5-6 Giltspur Street

London EC1A 9DD

[investigationandcompliance@cityandguilds.com](mailto:investigationandcompliance@cityandguilds.com)

**NCFE**

Customer Compliance & Investigations Team

Q6, Quorum Business Park

Benton Lane

Newcastle Upon Tyne NE12 8BT

[CustomerCompliance@NCFE.org.uk](mailto:CustomerCompliance@NCFE.org.uk)

**OCR**

**Vocational Qualifications**

Compliance Team

Progress House

Westwood Way

Coventry CV4 8JQ

[malpractice@ocr.org.uk](mailto:malpractice@ocr.org.uk)

**General Qualifications**

Compliance Team

The Triangle Building

Shaftesbury Road

Cambridge

CB2 8EA

[malpractice@ocr.org.uk](mailto:malpractice@ocr.org.uk)

**Pearson**

Investigations Team

80 Strand

London WC2R 0RL

[pqsmalpractice@pearson.com](mailto:pqsmalpractice@pearson.com)

**Candidate Malpractice**

Investigations Processing Team

Lowton House, Lowton Way

Hellaby Business Park

Rotherham S66 8SS

**WJEC**

Compliance Team

245 Western Avenue

Cardiff CF5 2YX

[malpractice@wjec.co.uk](mailto:malpractice@wjec.co.uk)



## Report of suspected candidate malpractice

This checklist is intended to assist centres when completing a report of suspected candidate malpractice.

**It is the responsibility of the head of centre to ensure that these requirements have been met.**

Reference is made to the requirements detailed in the JCQ document:

*Suspected Malpractice in Examinations and Assessments – Policies and Procedures*

<http://www.jcq.org.uk/exams-office/malpractice>

**Please indicate by putting a cross in the appropriate box for the following points:**

		Yes	No
1.	The candidate(s) has/have been informed of their individual responsibilities and rights ( <b>section 2.5</b> ).	<input type="checkbox"/>	<input type="checkbox"/>
2.	A candidate or candidates accused of malpractice:		
	<ul style="list-style-type: none"> <li>has/have been informed (preferably in writing) of the allegation made against him or her;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>has/have been advised that a copy of the JCQ <i>publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures</i> can be found on the JCQ website;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>know(s) what evidence there is to support the allegation;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>know(s) the possible consequences should malpractice be proven;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>has/have had the opportunity to consider their response to the allegations (if required);</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>has/have had an opportunity to submit a written statement;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>has/have had an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required);</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>has/have been informed of the applicable appeals procedure should a decision be made against him or her;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>has/have been informed of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators and other appropriate authorities.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>