

## Malpractice

### **This applies equally to NEA (non-examined assessment) and external exams**

It is important that all students understand what constitutes malpractice and the possible consequences. To maintain the integrity of qualifications JCQ (Joint Council for Qualifications) and the Awarding Bodies dictate that strict Regulations are in place.

Students need to be aware

- Malpractice means any act or practice which is in breach of the Regulations
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies

JCQ provides information regarding what constitutes malpractice which may include (this is not an exhaustive list)

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of Students' work
- Undermining the integrity of examinations/assessments

**In addition Students need to be aware that the following constitute malpractice:**

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment
- collusion: working collaboratively with other Students beyond what is permitted
- allowing others to help produce your work or helping others with theirs
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to)
- failing to report to your centre assessment related information being shared online
- passing on rumours of exam content.

Disrupting an exam because of poor behaviour can also constitute malpractice. The College has a policy for dealing with this type of behaviour. This can be found on the College website in the Exams Policy document.

Sanctions applied to students can vary and it is possible that the Awarding Bodies have a range of sanctions (a copy of this is held in the Exams Office).

**Examples of the sanctions**

- Loss of marks for the paper
- Disqualification for the whole qualification
- Barred from entering examinations for a set period of time.