



Altrincham Grammar School for Girls

Bright Futures EDUCATIONAL TRUST

Name:	Malpractice Policy
Approved by:	Governors – TLB&S
Policy Created:	November 2023
Frequency of review	3 Years
Update Approved:	November 2023
All policies are available to stakeholders either on the school website or upon request from the school office.	

PRINCIPLES

'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 and procedure uses the word 'malpractice' to cover both 'malpractice' and 'maladministration' and it means any act or practice which is:

- a breach of the Regulations or 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 the process of assessment, the integrity of any qualification or the validity of a result or certificate;
- compromises public confidence in qualifications.

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 and the writing of any examination paper.

Centre staff malpractice

'Centre staff malpractice' means malpractice committed by a member of staff or an individual appointed in another capacity by AGGS such as an invigilator, a prompter, a reader or a scribe. The principles in this policy concur in all respects with the aims and vision of the Bright Futures Educational Trust.

PURPOSE

The aims of this malpractice policy are to:

Detail how candidates are informed and advised to avoid committing malpractice in examinations/assessments, how suspected malpractice issues should be escalated within the school and how they should be reported to the relevant awarding body.

POLICY

1.	In accordance with JCQ regulations Altrincham Grammar School for Girls will:
1.1	Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations have taken place.
1.2	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.



1.3	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 JCQ suspected malpractice Policy and Procedure and provide such information and advice as the awarding body may reasonably require.
2.	Preventing Centre Malpractice The school will put in to place the following processes to prevent centre malpractice.
2.1	Ensure that staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the JCQ documents above and any further awarding body guidance.
2.2	Ensure staff familiarise themselves with instructions for administering NEA https://www.jcq.org.uk/exams-office/non-examination-assessments/
2.3	Ensure that examination officers are appropriately trained, resourced and supported.
2.4	Ensure that members of staff do not communicate any confidential information about examinations and assessment materials, including via social media.
2.5	Ensure that staff delivering/assessing coursework or non-examination assessments have robust processes in place for identifying and reporting plagiarism or other potential candidate malpractice.
3.	Preventing Candidate Malpractice
3.1	The school will put in to place the following processes to prevent candidate malpractice. <ul style="list-style-type: none">• Ensure that all JCQ notices, e.g. Information for candidates, nonexamination assessments, coursework, on-screen tests, written examinations, social media, plagiarism are distributed to candidates prior to assessments/examinations taking place• Ensure candidates are informed verbally and in writing about the required conditions under which the assessments are conducted, including warnings about the introduction of prohibited materials and devices into the assessments, and access to restricted resources.• Ensure that candidates and their parents/carers are aware of actions that constitute malpractice and the sanctions that can be imposed on those who commit malpractice.
4.	Informing and advising Candidates
4.1	Examination candidates and their parent/carers will be informed in writing of the JCQ guidance on malpractice.
5.	Identification and reporting of malpractice
5.1	Once suspected malpractice is identified, any member of staff at the centre should report it to either the Examinations Officer or AVP: Curriculum and Achievement. If either of these individuals are involved in suspected malpractice, the Head of Centre should be informed.
6.	Reporting suspected malpractice to the awarding body
6.1	The Head of Centre, or nominated member of SLT, will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice, using the



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	appropriate forms, and will conduct any investigation and gathering of information in accordance with the requirements of the JCQ guidance.
6.2	The head of centre, or nominated member of SLT, will ensure that the candidate's parent/carer is kept informed of the progress of the investigation.
6.3	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 centre's internal procedures as detailed in the NEA policy.
6.4	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.
6.5	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.

7.	Communicating Malpractice decisions
7.1	Once a decision has been made, it will be communicated in writing to the head of centre as soon as possible. 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.

8.	Appeals against decisions made in case of malpractice
8.1	The AVP: Curriculum and Achievement will provide the individual with information on the process and timeframe for submitting an appeal, where relevant.

RESPONSIBILITY

Responsible Staff	Miss O'Hara, Ms Gill
Approving body	Governors – TLB&S Committee