

King Edward VI School Lichfield

Malpractice Policy

Summer 2021

Policy approved by	
Jane Rutherford, Head of Centre	
Date of approval	21/4/21

Introduction

King Edward VI School Lichfield manages malpractice, in accordance with the **JCQ General Regulations for Approved Centres** (section 5.11). Under normal delivery arrangements we take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations and report and investigate as detailed on page 24 of the centre's general Exams policy according to the requirements.

Purpose of the policy

This policy addresses malpractice under the specific arrangements for delivery in Summer 2021.

All staff involved have been made aware of this policy.

General principles

In accordance with the regulations King Edward VI School Lichfield will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after the determination of grades process
- 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, including:
 - the **JCQ M1** form in a case of suspected candidate malpractice
 - the **JCQ M2** form in a case of suspected malpractice/maladministration involving a member of centre staff
- as required by an awarding body, investigate any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication **JCQ Suspected Malpractice: Policies and Procedures 2020-2021** and provide such information and advice as the awarding body may reasonably require

Where reference is made to candidates, this includes any private candidates accepted by the centre

Reporting malpractice

Candidates (or an individual acting on their behalf)

In accordance with **JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for Summer 2021** each candidate will be made aware of the evidence that is going to be used and understand that the range of evidence used to determine a grade is not negotiable.

Where a candidate might attempt to gain an unfair advantage during the centre's process on the determination of grades by, for example, submitting fabricated evidence or plagiarised work, or any other act deemed as malpractice in the **JCQ Suspected Malpractice: Policies and Procedures 2020-2021**, King Edward VI School Lichfield will submit a report of suspected candidate malpractice to the relevant awarding body.

Where a candidate, or an individual acting their behalf such as a parent/carer, might try to influence grade decisions by applying pressure to the centre or any of its staff, King Edward VI School Lichfield will keep and retain clear and reliable records of the circumstances and the steps taken, and make the candidate aware of

the outcome. This will include a record that confirms the candidate had been made aware of the evidence that was going to be used and understand that the range of evidence used to determine a grade was not negotiable.

However, if a candidate or an individual acting on their behalf continues to inappropriately attempt to pressure centre staff, a report of suspected candidate malpractice will be submitted to the relevant awarding body.

A report will be submitted by completing the appropriate documentation as guided by the individual awarding body concerned, including the form **JCQ M1 Report of suspected candidate malpractice**.

- 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

Centre staff

King Edward VI School Lichfield will report any instances of potential malpractice (which includes maladministration) where any centre staff fail to follow the published requirements for determining grades.

Examples of potential malpractice taken from the **JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for Summer 2021** includes but is not limited to:

- Exam entries are created for students who had not studied the course of entry or had not intended to enter for June 2021
- Grades created for students who have not been taught sufficient content to provide the basis for that grade
- A teacher deliberately and inappropriately disregarding the centre's published policy when determining grades
- A teacher fabricating evidence of candidate performance to support an inflated grade
- A teacher deliberately providing inappropriate levels of support before or during an assessment, including deliberate disclosure of mark schemes and assessment materials, to support an inflated grade
- A teacher intentionally submitting inflated grades
- A failure to retain evidence used in the determination of grades in accordance with the JCQ Grading guidance
- A systemic failure to follow the centre's policy in relation to the application of Access Arrangements or Special Consideration arrangements for students in relation to assessments used to determine grades
- A failure to take reasonable steps to authenticate student work
A failure to appropriately manage Conflicts of Interest (COIs) within a centre
- A Head of Centre's failure to submit the required declaration when submitting their grades
- Grades being released to students (or their parents/carers) before the issue of results¹
- Failure to cooperate with an awarding body's quality assurance, appeal or investigation processes
- Failure to conduct a centre review or submit an appeal when requested to do so by a student

Additional information – centre staff

- Staff will maintain internal security of assessment data used in the determination of grades. Head of Department will only share subject information with authorised personnel who are participating in the moderation process. Information will be stored in a secure area only accessible to authorised members of the department.
- For grades entry administration purposes, cohort information will be securely stored in an area only accessible to the Head of Centre, Exams Officer and members of the Senior Leadership Team and Exams / Data team as authorised by the Head of Centre
- We will engage as requested with awarding organisations during the External Quality Assurance and appeal stages

Students

- We will investigate students attempting to gain an unfair advantage during the centre's process by, for example, submitting fabricated evidence or plagiarised work.
- We will investigate students, or individuals acting on behalf of a student, such as parents/carers, who try to influence grade decisions by applying pressure on the centre or staff. We will retain clear and reliable records of the circumstances and the steps taken, and make students aware of the outcome. If we are unable to resolve any such instances internally and a student continues inappropriately to attempt to pressure centre, we will inform the relevant awarding organisation.

A report will be submitted by completing the appropriate documentation as guided by the individual awarding body concerned, including the form **JCQ M2 Notification of suspected malpractice / maladministration involving centre staff**.

- This form must be completed by the head of centre before an investigation commences to notify an awarding body of an instance of alleged, suspected or actual malpractice or maladministration
- The form must be completed and submitted to the appropriate awarding body immediately a suspicion is raised or an allegation received