

Examination and Assessment Malpractice Guidance for Students



▪ **PENALTY 8 – Disqualification from all qualifications taken in that series**

If circumstances suggest, penalty 7 may be applied to other qualifications. It can only be applied to other qualifications if aggregation has been requested. Any units banked previously are retained but the units taken in the present series and the aggregation opportunity are lost.

If the candidate has not requested aggregation the option is penalty 6.

▪ **PENALTY 9 – Candidate debarral**

The candidate is barred from entering for one or more examinations for a set period of time. This penalty is applied in conjunction with any of the other penalties above if the circumstances warrant it.

The School also has the right to take further action against a student once a penalty has been imposed by the awarding body.



Penalties for possession of a mobile phone or electronic device – issued by the JCQ

- If a mobile telephone or electronic device is found in your possession in an examination or quarantine – **even if it is turned off** – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have stated that students discovered to have a mobile phone with them during an examination or quarantine face disqualification from the subject concerned. Please leave your phone at home or place it securely in your bag, turned off. The school accepts no responsibility for mobiles phones or electronic equipment and undertakes no responsibility to investigate misplacement, loss or theft.

TYPE OF MOBILE PHONE OFFENCE	PENALTIES GIVEN
In the examination or quarantine room but not in the candidate’s possession, and rings or beeps	Penalty 1
In the candidate’s possession, but no evidence of being used or being active.	Penalties 2 - 4
In the candidate’s possession and evidence of it being used or active (rings, beeps, used as calculator)	Penalties 5 - 9

What is malpractice?

"Malpractice" is any act, default or practice which is a breach of the JCQ regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate

This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, controlled assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

Did you know that the following all constitute malpractice offences for which there are penalties imposed by the awarding bodies?

- Altering results documentation, including certificates
- A breach of the instructions or advice given by an invigilator, or awarding body in relation to the examination rules and regulations
- Collusion – working collaboratively with other candidates beyond what is permitted
- Copying from another candidate – including coursework and during the exam
- Deliberate destruction of work – including defacing your own script
- Disruptive behaviour in the exam room
- Talking in the exam room
- Written communication between candidates
- Taking unauthorised notes into the exam room
- Using permitted notes/books that have been over annotated
- Including inappropriate or offensive material in scripts or coursework
- Plagiarism – copying from published sources (including the internet)
- Theft of someone else's work (project or coursework) to pass off as your own
- Possessing a mobile telephone (even with the SIM card or battery removed), or MP3, iPod etc whilst in the exam room and quarantine room for mobile telephones
- Leaving the exam room or quarantine room unescorted before the end of the exam.

Make sure you know what you can and cannot do in an exam room, before it is too late. Do not take unnecessary risks otherwise all your efforts could be wasted.

Penalties imposed against candidates for malpractice

Awarding bodies may, at their discretion impose the following sanctions and penalties against candidates found guilty of malpractice.

▪ **PENALTY 1 – Warning**

The candidate is issued with a warning that if the offence is repeated within a set period of time further penalties will be applied.

▪ **PENALTY 2 – Loss of all marks for a section**

The candidate loses all the marks gained for a section of the work. A section may be part of a component or a single piece of coursework/controlled assessment if this consists of several items.

▪ **PENALTY 3 – Loss of all marks for a component**

The candidate loses all the marks gained for a component.

▪ **PENALTY 4 – Loss of all marks for a unit**

The candidate loses all the marks gained for a unit. This penalty usually still allows the candidate to aggregate or request certification.

▪ **PENALTY 5 – Disqualification from a unit**

The candidate is disqualified from the unit and is therefore prevented from aggregating or requesting certification in that series.

▪ **PENALTY 6 – Disqualification from all units in one or more qualifications**

If circumstances suggest, penalty 5 may be applied to other units taken in the same exam series (units banked in previous series are retained.)

▪ **PENALTY 7 – Disqualification from a whole qualification**

The candidate is disqualified from the whole qualification taken in that series or academic year. This penalty can only be applied if the candidate has requested aggregation. Any units banked in previous series are retained, but the units taken in the present series and aggregation opportunity are lost. If the candidate has not requested aggregation then the option is penalty 6.