

# The Philip Morant School and College

## **Assessments 2021 Behaviour & Malpractice Policy**

Key staff involved in the policy

<b>Role</b>	<b>Name(s)</b>
Head of centre	Mr Scott Holder
Senior leader	Mrs Laura Witney
Exams Office	Mr David Gibbon (Exams Officer)

**Purpose of the policy:**

The purpose of this policy is to confirm that candidate behaviour during an assessment at The Philip Morant School and College is managed in line with JCQ regulations.

**Briefing candidates:**

To ensure candidates are aware of the standard of behaviour that is required in the assessment room, The Philip Morant School and College will:

- Prior to assessments taking place, ensure candidates are briefed on what they must and must not do when sitting written assessments, and when producing coursework and/or non-examination assessments.

**Candidate Malpractice:**

- Inappropriate behaviour by a candidate in the assessment room is deemed 'candidate malpractice'
- 'Candidate malpractice' means malpractice by a candidate in connection with any assessment
- 'Malpractice', means any act, default or practice which is a breach of the Regulations. Candidates should refer to the Information to Candidates section on the school website. <https://philipmorant.essex.sch.uk/exams/#information-for-candidates>
- Failure by a centre to notify, investigate and report to an awarding body all allegations of malpractice or suspected malpractice constitutes malpractice in itself
- Suspected malpractice means all alleged or suspected incidents of malpractice

The following requirements are applied to assessments for 2021 at The Philip Morant School and College from JCQ document 'Instructions for conducting examinations – Malpractice in the examination room':

- Where a candidate is being disruptive, the member of staff must warn the candidate that he/she may be removed from the room. The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification.
- The head of centre must report to the awarding body immediately all cases of suspected or actual malpractice in connection with the assessment (ICE 24.3)
- Form JCQ/M1 - Report of suspected candidate malpractice must be completed (ICE 24.3)
- The head of centre has the authority to remove a candidate from the assessment room but should only do so if the candidate would disrupt others by remaining in the room (ICE 24.3)
- Where candidates commit malpractice, the awarding body may decide to penalise them, which could include disqualification.
- Candidates should be warned of the possible penalties an awarding body may apply as detailed in the JCQ publication Suspected Malpractice: Policies and Procedures (ICE

24.5)

- Candidate's work should be graded as usual pending the awarding body investigation.

**Additional Information:**

**Roles and responsibilities:**

**Teaching Staff**

- Be vigilant and remain aware of incidents or emerging situations, looking out for malpractice (ICE 20.2)
- Warn a disruptive candidate that they may be removed from the assessment room (ICE 24.1)
- Record what has happened and actions taken on the Internal Year 11 Assessment Register

**Senior leader**

- Ensure support is provided for the exams officer and teaching staff when dealing with disruptive candidates in assessment rooms
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

**Head of centre**

- Where a candidate is seriously disrupting others, makes the decision to remove the candidate from the assessment room (ICE 24.3)
- Report to the awarding body immediately all cases of suspected or actual malpractice in connection with the assessment by completing form JCQ/M1 (ICE 24.3)
- Where a candidate is being/has been disruptive in the assessment room, warn the candidate that the awarding body will be informed and may decide to penalise them, which could include disqualification (ICE 24.1)