

## Suspected Malpractice in Examinations and Assessments

'Malpractice'. Which includes maladministration, means any act, default or practice which is a breach of the Regulations or which:

- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; **and/or**
- Damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre

The Archbishop's School will not tolerate actions or attempted actions of malpractice by students or staff. Every case of suspected Malpractice must be reported to the Head of Centre, Examinations Secretary, Examinations Manager or in the case of BTEC qualifications the Quality Nominee.

The Policy and Procedure mentioned below will then be followed. This is designed to ensure that all decisions are consistent, fair and based on the fullest information available.

In all instances of Malpractice, reference will be made to the JCQ publication Suspected Malpractice in Examinations and Assessments. Policies and Procedures which can be found below.

<http://www.jcq.org.uk/exams-office/malpractice>

This document sets examples of malpractice by staff and candidates and details the procedures to be followed for investigating and following up instances of alleged or actual malpractice and the sanctions to be applied.