





Bromley Adult Education College

Examination Malpractice Policy

2023-24

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Head of Centre signature (Helen Hart)	
Qualifications Officer signature (Veronica Hughes)	
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Malpractice Policy

The purpose of this malpractice policy is:

- To confirm that Bromley Adult Education has in place a written malpractice policy which covers all qualifications delivered by the centre and details how candidates are informed and advised to avoid committing malpractice in examinations/assessments, how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body
- To set out the procedures to be followed in identifying and reporting malpractice by candidates, centre staff and the centre, and the actions subsequently taken by BAEC.
- To ensure that BAEC operates all examinations and assessments in accordance with current JCQ and/or awarding body regulations.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

The malpractice policy will be reviewed annually.

The malpractice policy will be reviewed by the qualifications officer.

What is Malpractice and Maladministration

'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, default or practice which is:

- a breach of the JCQ Regulations
- 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 public confidence in qualifications
- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate
- damages the authority, reputation or credibility of any awarding body or centre or any officer or employee of any awarding body or centre

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, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Centre Staff Malpractice

'Centre staff malpractice' means malpractice committed by:

- a member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre; or

an individual appointed in another capacity by a centre such as an invigilator, a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe

Suspected Malpractice

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice.

General Principles

In accordance with the regulations Bromley Adult Education will:

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations have taken place
- 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
- 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 **Suspected Malpractice - Policies and Procedures** and provide such information and advice as the awarding body may reasonably require

Preventing Malpractice

Bromley Adult Education College has in place:

- Robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ publication **Suspected Malpractice: Policies and Procedures**.
- This includes ensuring that all staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the following JCQ documents and any further awarding body guidance:
 - *General Regulations for Approved Centres 2023-2024*
 - *Instructions for conducting examinations (ICE) 2023-2024*
 - *Instructions for conducting coursework 2023-2024*
 - *Instructions for conducting non-examination assessments 2023-2024*
 - *Access Arrangements and Reasonable Adjustments 2023-2024*
 - *A guide to the special consideration process 2023-2024*
 - *Suspected Malpractice: Policies and Procedures 2023-2024*
 - *Plagiarism in Assessments; AI Use in Assessments: Protecting the Integrity of Qualifications*
 - *A guide to the awarding bodies' appeals processes 2023-2024*

Informing and Advising Candidates

The Qualifications Officer will:

- Ensure candidates receive relevant notices to candidates from awarding bodies relating to examination procedures and expected behaviour, and how to avoid committing malpractice in examinations/assessments. This includes malpractice regarding the use of Social Media and the use of AI.
- These documents will be emailed electronically to candidates, along with a link to the relevant documents on the website, when their exam entries are confirmed
- Candidates will be made aware of the use of AI and how any work produced must be their own, any doubts about the authenticity of work submitted for assessment will be investigated and appropriate action taken

Tutors, Assessors and Curriculum Managers will:

- Have knowledge of the *JCQ Suspected Malpractice Policy and Procedures 2023-24* and understand what constitutes suspected malpractice
- Have knowledge of the *JCQ AI Use in Assessments: Protecting the Integrity of Qualifications* document and brief their candidates on the appropriate use of AI and how it's use could be treated as malpractice

Identification and Reporting of Malpractice

Escalating suspected malpractice issues

- Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels
- Tutors and assessors are responsible for reporting any candidate suspected malpractice, including plagiarism of any nature, to the Qualifications Officer.
- Invigilators are responsible for advising the Qualifications Officer immediately of any suspected malpractice during the exam or assessment
- Any cases of suspected malpractice by Centre Staff should be reported directly to the Head of Centre
- The Qualifications Officer or Head of Centre will inform the accused individual of their rights and responsibilities and gather information and evidence relating to the suspected malpractice

Reporting suspected malpractice to the awarding body

- The head of centre will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice, using the appropriate forms, and will conduct any investigation and gathering of information in accordance with the requirements of the JCQ publication **Suspected Malpractice: Policies and Procedures**
- 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
- Form JCQ/M1 should be used when reporting candidate cases
- Form JCQ/M3 should be used for reporting suspected staff malpractice/maladministration
- 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. The head of centre will be informed accordingly
- 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. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately

Communicating Malpractice Decisions

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.

Appeals Against Decisions Made in Cases of Malpractice

Bromley Adult Education College will:

- Provide the individual with information on the process and timeframe for submitting an appeal, where relevant
- Refer to further information and follow the process provided in the JCQ publication **A guide to the awarding bodies' appeals processes**