

De La Salle College



Examination Malpractice Policy

Compiled by: The Head Master	Date: September 2017
Policy Holder: Mr M White	Revision date: July 2018

Examination Malpractice Policy

Malpractice

De La Salle will follow the procedures and guidelines published by JCQ:

<https://www.jcq.org.uk/exams-office/malpractice/suspected-malpractice-in-examinations-and-assessments-2016-17> *or the latest version for the current academic year.*

Scope

Malpractice could be:

1. a student attempting to obtain an unfair advantage
2. a centre attempting to obtain an unfair advantage for its students
3. a teacher attempting to obtain an unfair advantage for their students
4. incorrect procedures for handling examination and other assessment material by a Centre

Procedure

A person who suspects an incident of malpractice should NOT

- Interrupt an exam or controlled assessment or any other type of assessment taking place.
- Challenge the person/s involved in the incident

They SHOULD immediately

- Inform the Exams officer/Deputy Head
- Write an account of what they believe to have taken place

The Deputy Head will then investigate the allegation as per the JCG guidelines.

The person/s involved, after the exercise/examination is completed will be:

1. Briefed of the nature of the allegation.
2. Advised of the likely consequences
3. Requested to make a statement

If the person involved is a student, an interview with the parents should be arranged with the deputy head. In this interview points 1 and 2 will be covered.

The Exams Officer will report the incident.

The College will inform the person/s of the decision by the examination board and advise on appeals procedure IF the College believes that an appeal is justified.