



Examination & Assessment Malpractice

'Malpractice' is any act, default or practice which is a breach of the Joint Council for Qualifications (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 exam result or certificate.'

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

Make sure you know the rules before it is too late! Taking unnecessary risks may result in all of your hard work being wasted

The following all constitute malpractice offences for which there are penalties imposed by the awarding bodies:

- Altering results' documentation including certificates
- A breach of instructions/advice given by an exam invigilator or awarding body in relation to the examination rules and regulations
- Collusion or 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 exam paper
- Disruptive behaviour in an exam room
- Talking in an exam room
- Written communication between candidates
- Taking unauthorised notes into an exam room
- Using permitted notes/books that have been annotated (they must be clean copies)
- Including inappropriate or offensive material in exam papers or coursework
- Plagiarism or copying from published sources including the internet
- Theft of some else's work to pass off as your own
- Possessing a mobile telephone (even if it is switched off!), MP3 player, i-pod or any electronic device in any exam room or 'quarantine' room when you have an exam clash of over three hours. This is the most common instance of malpractice. Don't get caught out! Check your pockets and hand it in!

Penalties & Sanctions imposed by the awarding bodies

- **PENALTY 1 – warning**

The candidate is issued with a warning that if the offence is repeated within a set period of time you may face further and more serious penalties

- **PENALTY 2 – Loss of marks for a section**

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

- **PENALTY 3 - Loss of marks for a component**

The candidate loses all the marks gained for a component. A component is more often a feature of linear qualifications than a unitised qualification, and so this penalty can be regarded as an alternative to penalty 4. Some units also have components, in which case a level of penalty between numbers 2 and 4 is possible.

- **PENALTY 4 - Loss of all marks for a unit**

The candidate loses all the marks gained for a unit. This penalty can only be applied to qualifications which are unitised. For linear qualifications, the option is penalty 3. This penalty usually allows the candidate to aggregate or request certification in that series, albeit with a reduced mark or grade.

- **PENALTY 5 - Disqualification from a unit**

The candidate is disqualified from the unit. This penalty is only available if the qualification is unitised. For linear qualifications the option is penalty 7. The effect of this penalty is to prevent the candidate aggregating or requesting certification in that series, if the candidate has applied for it

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

If circumstances suggest, penalty 5 may be applied to other units taken during the same examination or assessment series. (Units which have been banked in previous exam series are retained.) This penalty is only available if the qualification is unitised. For linear qualifications the option is penalty 8.

- **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 be applied to unitised qualifications only if the candidate has requested aggregation. Any units banked in a previous series are retained, but the units taken in the present series and the aggregation opportunity are lost. If a candidate has not requested aggregation the option is penalty 6. It may also be used with linear qualifications.

- **PENALTY 8 - Disqualification from all qualifications taken in that series**

If circumstances suggest, penalty 7 may be applied to other qualifications. This penalty can be applied to unitised qualifications only if the candidate has requested aggregation. Any units banked in a previous series are retained, but the units taken in the present series and the aggregation opportunity are lost. If a candidate has not requested aggregation the option is penalty 6. It may also be used with linear qualifications.

- **PENALTY 9 - Candidate debarred**

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.

DON'T GET CAUGHT OUT. Remember to hand in any phones, MP3s, i-pods i-watches and any written notes.