

DE LA SALLE COLLEGE



EXAMINATION MALPRACTICE POLICY

“FOR ALL HAVE SINNED AND FALL SHORT OF THE GLORY OF GOD.”

ROMANS 3:23

| | |
|----------------------------------|--------------------------------|
| Compiled by: The Head of College | Last Reviewed: June 2023 |
| Policy Holder: Mr M. White | Revision date: June 2024 |
| Oversight Governor: Nigel Sweeny | Verification date: Autumn 2023 |

Malpractice

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

[ICE23-24-Sept23revision_FINAL.pdf \(jcq.org.uk\)](#) 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 JCQ 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.