

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 2025
Policy Holder: Mr Nicholas Le Cornu	Next Revision date: June 2026
Oversight Governor: Nigel Sweeny	Verification date: Ascension Term 2024

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.