

# Malpractice refresher: helping you to prevent, identify and respond

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# Coming up...

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- Introduction – who are we?
- How much do you know?
- What is Malpractice?
- The biggest issues
- How to report
- Prevention strategies and ideas
- Safeguarding
- Questions

# Exams Integrity – who are we?

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- We are a specialist team with a wide range of experience that handles a wide variety of issues including:
  - Investigating allegations of malpractice/maladministration
    - teacher/centre staff
    - candidate
  - Security Breaches
  - Social media monitoring
  - Safeguarding
  - Reviews of Marking or Moderation (RoMM) appeals
  - Special consideration appeals
  - Personal interest/conflict of interest
  - Any other irregularity!



# How much do you know?

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Take out your phones

Go to [www.joinmyquiz.com](http://www.joinmyquiz.com)

Follow the joining instructions on screen

Totally anonymous

Not compulsory

# Malpractice

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## Definition:

*‘Malpractice’, means any act, default or practice which is a breach of the Regulations or which:*

- *gives rise to prejudice to candidates; **and/or***
- *compromises public confidence in qualifications; **and/or***
- *compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; **and/or***
- *damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.’*

# Malpractice

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- *“Malpractice may or may not relate directly to sitting an examination. Awarding bodies are aware of the possibility of novel or unexpected forms of malpractice emerging as technologies and the nature and organisation of examination centres change.*
- *Failure by a centre to notify, investigate and report to an awarding body all allegations of malpractice or suspected malpractice constitutes malpractice in itself.*
- *Also, failure to take action as required by an awarding body, as detailed in this document, or to co-operate with an awarding body’s investigation, constitutes malpractice.”*

# What constitutes malpractice?

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The following are types of malpractice:

- *breach of security*
- *deception*
- *improper assistance to candidates*
- *failure to co-operate with an investigation*
- *maladministration*
- *candidate malpractice*

# Identifying the biggest issues

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# Identifying the biggest issues

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**Mobile Phones** – most common form of candidate malpractice

- ☐ Possession = loss of marks (zero) – even if it is just in the pocket and not touched!
- ☐ Using/attempted use = Disqualification!
- ☐ Checking that students know this = Crucial!
- ☐ Practice with students (more on this later)



# What to watch out for!

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# Identifying the biggest issues

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## Watch out for watches!

No watches are allowed in examinations **at all!**

- ❑ **This is a new requirement for 2021/2022**
- ❑ No smart watches
- ❑ No digital watches
- ❑ No traditional watches



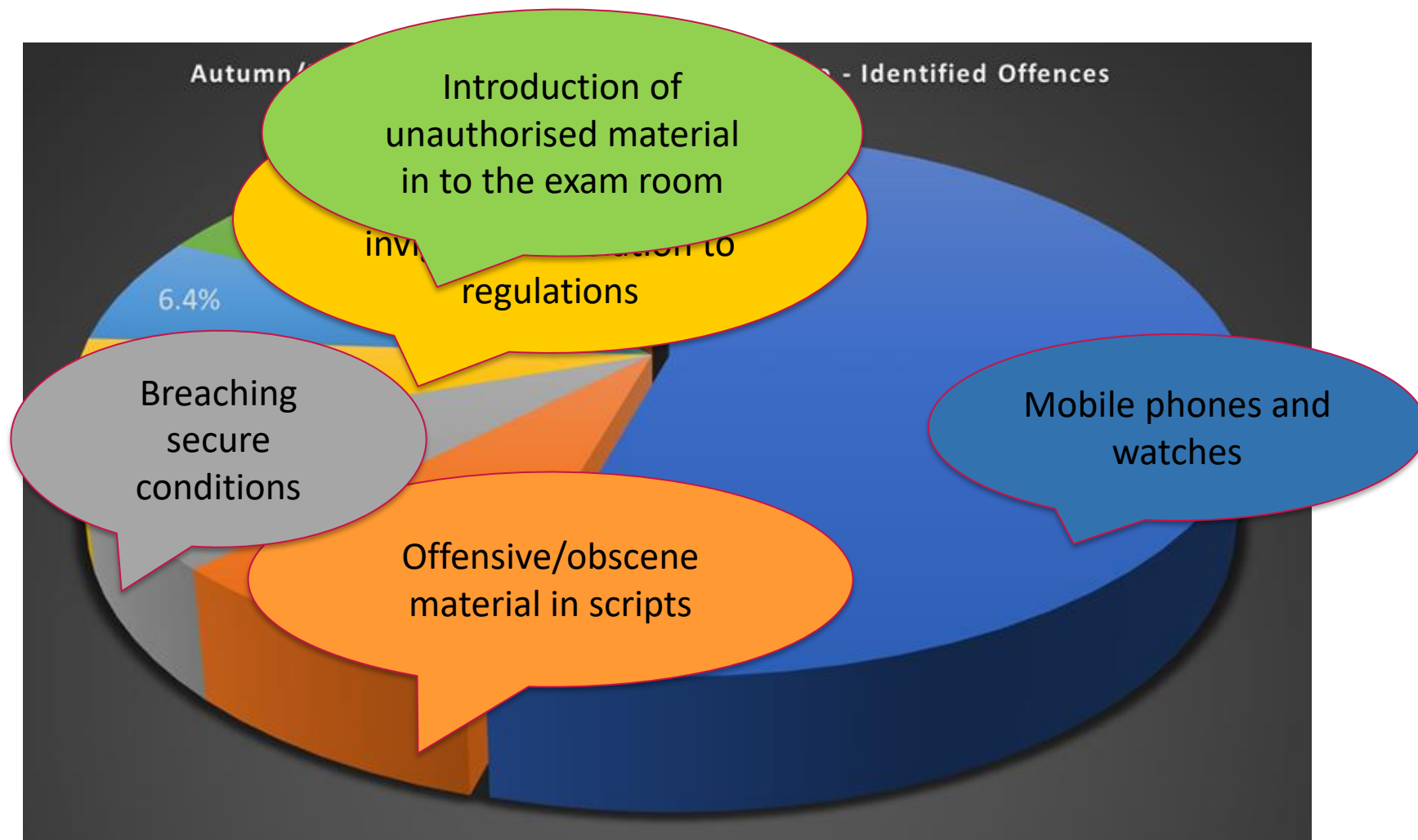
# Speaking of time...

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- Do you know the secure periods?
- Before you let students go – **check the time!**
- Remember – just because you started earlier than the published timetable – **the secure period still applies!**
- For exams one hour or longer...
  - ✓ Not before 10:00am
  - ✓ Not before 2:30pm
- For exams less than an hour...
  - ✓ The length of the exam from the official start time.

# Identifying the biggest issues

Autumn 2021 saw a return to 'real' exams...



# How to respond/report possible Malpractice

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If in doubt – give us a shout!

We'll work with you to support you and help you avoid the sort of issues we've outlined.

However, sometimes, things do go wrong. If something untoward happens you must let us know.

If you're not sure about something –

- Speak to us: 0800 197 7162
- Email us: [irregularities@aqa.org.uk](mailto:irregularities@aqa.org.uk)  
or  
[eos@aqa.org.uk](mailto:eos@aqa.org.uk)

# Reporting Potential/actual malpractice

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- If you suspect malpractice
- If you see malpractice
- If you receive a report of malpractice
- If you receive an allegation of malpractice

**You must let us know.**

- **Use a JCQ M1 form to report candidate malpractice**
- **Use a JCQ M2 form to report centre/staff malpractice**

If in doubt... give us a shout – let us decide if it is malpractice or not.



## Instructions for conducting examinations

Click to add text

1 September 2021 to 31 August 2022

For the attention of heads of centre, senior leaders  
within schools and colleges and examination officers



# Prevention

- Be familiar, really familiar with the JCQ [Instructions for conducting examinations.](#)
- Ensure ALL staff involved in examinations are familiar and have access to this document, well in advance of any examinations.



## Instructions for conducting examinations

1 September 2021 to 31 August 2022

For the attention of heads of centre, senior leaders  
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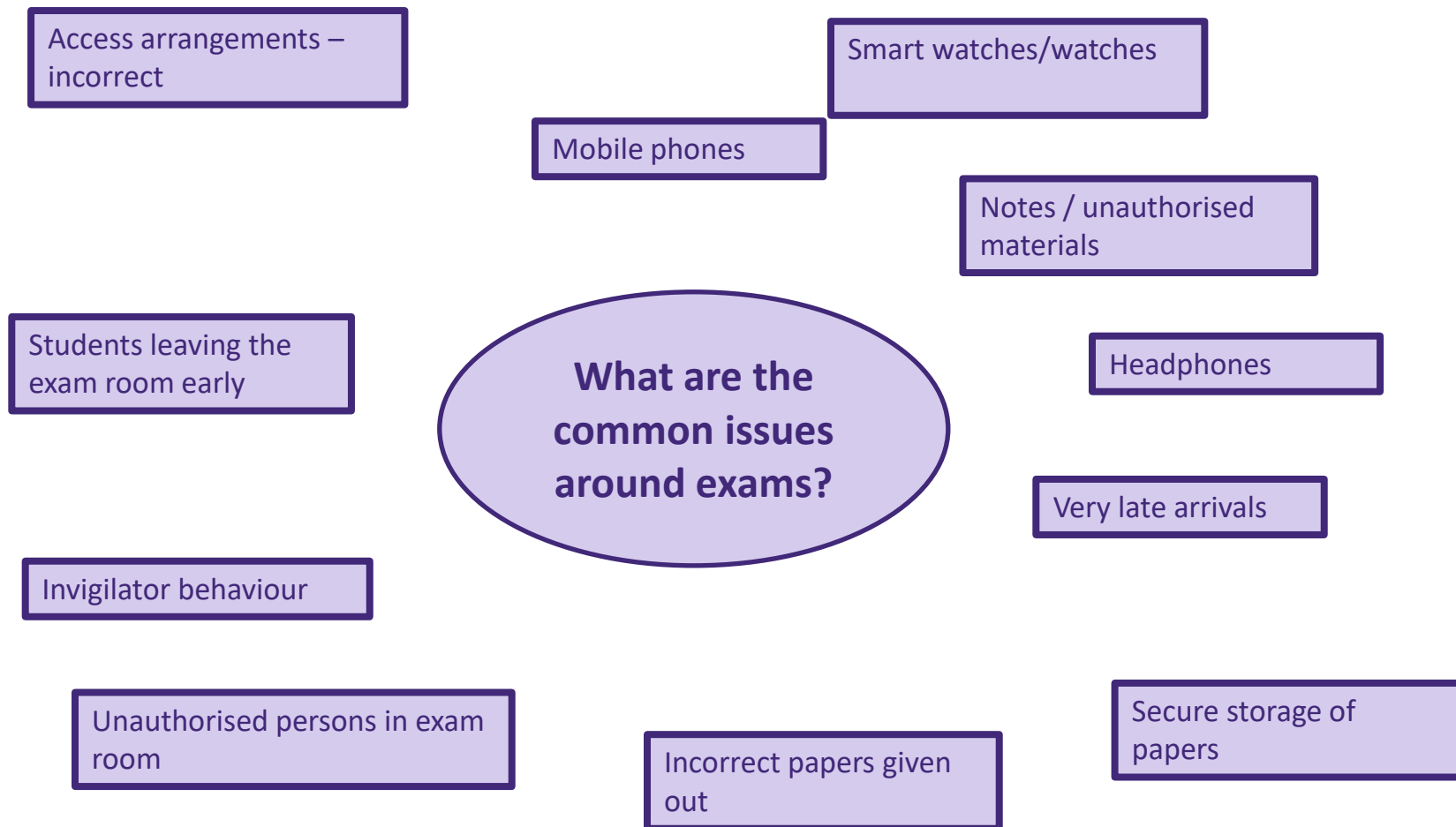
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Mobile phones

Smart watches/watches

**What are the  
common issues  
around exams?**

Very late arrivals



# Planning ahead...#1

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## Talk to your students!

- ✓ Remind them of the JCQ rules
- ✓ Check they understand
- ✓ Practice the JCQ rules

## Talk to **your** invigilators!

- ✓ Ensure all are up to date with the JCQ ICE
- ✓ Is everyone checking the packet label before opening?
- ✓ What instructions do invigilators give at the start?
- ✓ Invigilators who teach must not invigilate their subjects

## Second pair of eyes check!

- ✓ Who is going to do this?
- ✓ Do they understand the importance?
- ❖ **There are no dates on the papers!**

# Planning ahead...#2 Logistics

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Think about **all** the rooms that will be used for exams:

- Include any separate rooms eg
  - ✓ For access arrangements (scribe/reader etc)
  - ✓ IT/computing labs
  - ✓ MFL suite
  - ✓ Practical rooms
  - ✓ Seclusion areas
  - ✓ Any other accommodation used for exams

# Exam rooms 1

Have you considered all rooms used for examinations?



# Exam rooms 1

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Have you considered all rooms used for exams?



# Exam rooms: Satellite Rooms

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For any separate accommodation (often for students with particular requirements)

- ✓ Have the correct papers been delivered to the room?
- ✓ Are all notices displayed and are copies of required information/guidance available?
- ✓ Have you checked there is no subject related material on display?
- ✓ Are invigilators supported?
- ✓ Can they contact someone for help?
- ✓ Are they fully briefed/trained for their role? (ie as scribes/readers)





# Display boards



There should be no subject specific displays in the exam rooms

# Exam rooms #2



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material is **not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The **Warning to Candidates** must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

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AQA City & Guilds CCEA OCR Pearson WJEC

## NO MOBILE PHONES WATCHES MP3/4 PLAYERS

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

**DISQUALIFICATION**  
from your examination and your overall qualification.


This poster must be displayed in a prominent place outside each examination room.

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# Mobile Phones (and watches)

## Some suggestions...


**MOBILE PHONES/WATCHES MUST NOT BE ON A CANDIDATE'S PERSON AT ANY TIME IN THE EXAMINATION!**



AQA City & Guilds CCEA OCR Pearson WJEC

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WATCHES  
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### Some suggestions:

- ✓ Mobile phone collection/sign in/out system before exam
- ✓ Reminder to students before entry to exams.
- ✓ Nominated, lockable cloakroom dedicated for students to store all belongings during an exam.

# Training - staff

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**All staff** involved in any aspect of the exam process in your school should be suitably trained:

- ✓ Access Arrangements
- ✓ Starting an exam
- ✓ During an exam
- ✓ Ending an exam
- ✓ After the exam
- ✓ What invigilators can and cannot do during an exam

# Training - students

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## Make sure that students know:

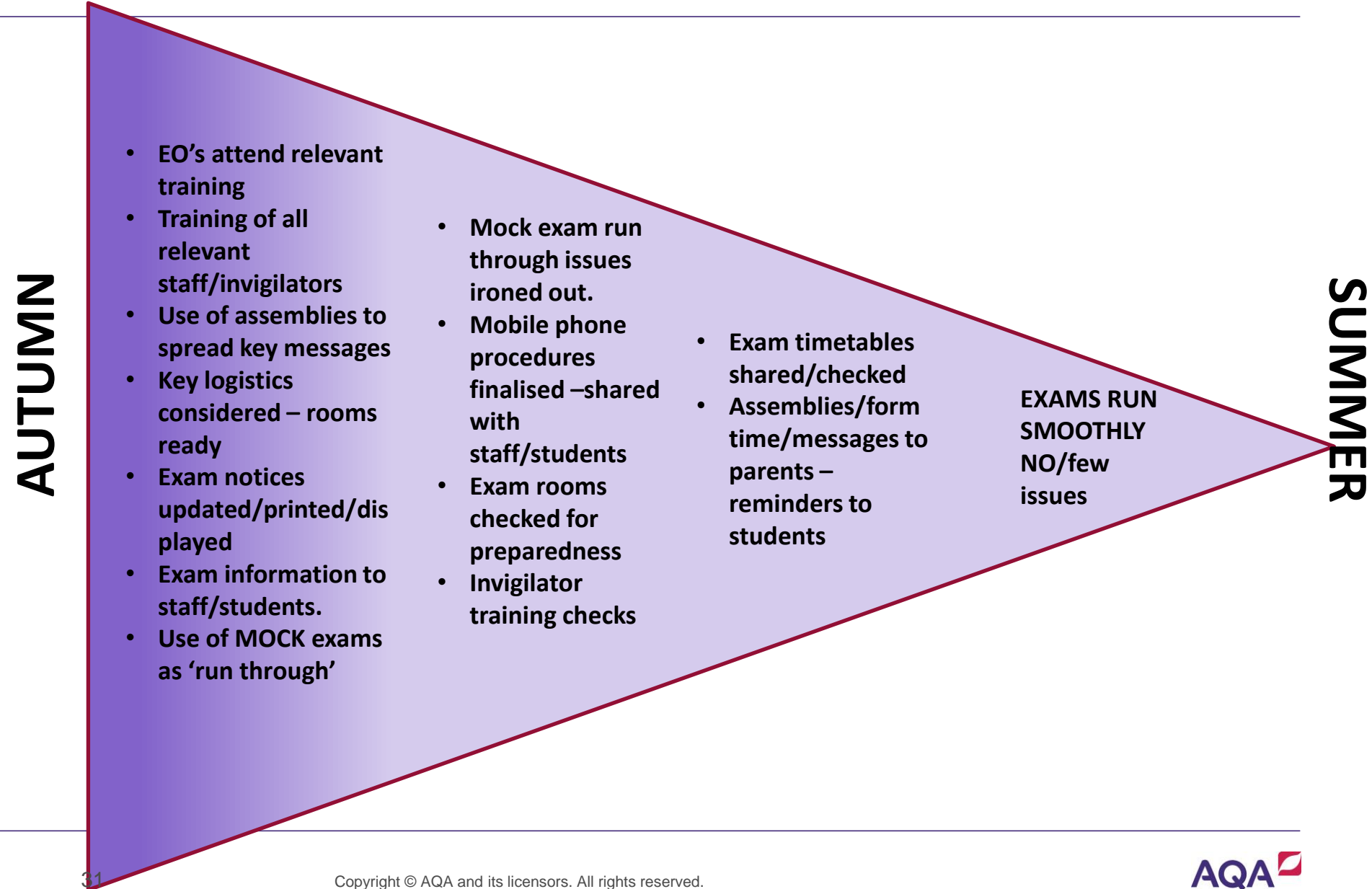
- ✓ Mobile phones/watches – **prohibited!**
- ✓ Notes/paper/material of any kind – **prohibited!**
- ✓ If applicable – what access arrangements they should have
- ✓ How to read an exam timetable
- ✓ What is expected of them before entering, during and on leaving the exam room.
- ✓ About leaving an exam – what is/not permitted.

# Suggestions

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- ✓ Induction packs/sessions for all new members of the Exams team
- ✓ Use of internal exams and 'mocks' as a run through for both staff and students.
- ✓ Start early – by getting students (and staff) used to exam protocol eg year 7.
- ✓ Training can be given to students to make sure they know how to conduct themselves in exams.
- ✓ Use mock exams, assemblies, form time etc as opportunities to remind students of the 'Do's' and 'Don'ts'

# Fail to prepare...



Thank you and  
questions

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