



THE COOPERS' COMPANY  
AND COBORN SCHOOL

*Love as Brethren*

## Malpractice policy

**Summer 2021**

 	Name of School	The Coopers' Company and Coborn School
	Policy Date	April 2021
	Who reviewed this policy?	Mrs. A. Titley
	Approved by SLT	Yes



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## Key staff involved in the malpractice process – Summer 2021

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Ms. S. Hay</b>
SLT members	<b>Mr. R. Bell</b> <b>Mr. M. Duncan</b> <b>Mrs. J. Harris</b> <b>Mrs. R. Carron</b> <b>Mr. J. Dudley-Hart</b>
Exams office	<b>Mrs. A. Titley – Examinations and Data Manager</b> <b>Mrs. L. Butler – Deputy Examination Officer</b>



## Introduction

**The Coopers' Company and Coborn School** manages malpractice, in accordance with the JCQ [General Regulations for Approved Centres](#) (section 5.11). Under normal delivery arrangements we take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations and report and investigate as detailed in [Exams Policy - 2020-21](#) according to the requirements.

Our general centre policies regarding malpractice, maladministration and conflicts of interest have been reviewed to ensure they address the specific challenges of delivery in Summer 2021.

## Purpose of the policy

This policy addresses malpractice under the specific arrangements for delivery in Summer 2021.

All staff involved have been made aware of this policy.

## General principles

In accordance with the regulations **The Coopers' Company and Coborn School** will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after the determination of grades process;
- investigate and record any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication [JCQ Suspected Malpractice: Policies and Procedures 2020-2021](#)
- Keep and retain clear and reliable records of the circumstances and the steps taken and make the candidate aware of the outcome.

## Reporting malpractice

**Candidates** (or an individual acting on their behalf)

In accordance with [JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for Summer 2021](#) each candidate will be made aware of the evidence that is going to be used and understand that the range of evidence used to determine a grade is not negotiable.

Where a candidate might attempt to gain an unfair advantage during the centre's process on the determination of grades, for example, submitting fabricated evidence or plagiarised work, or any other act deemed as malpractice in the [JCQ Suspected Malpractice: Policies and Procedures 2020-2021](#), The Coopers' Company and Coborn School will deal with the matter internally by doing the following:-

- collate evidence and statements and investigate the circumstances of the suspected malpractice;
- make a judgement of the seriousness of the suspected malpractice and take action in line with the JCQ guidance.
- Keep clear, detailed and reliable records of the circumstances and the steps take;



- Make the candidate aware of the final, non-negotiable outcome decided by the school.
- Submit details of the suspected malpractice, together with all other supporting evidence to the awarding body in the event the candidate should request an appeal of the result awarded.

Where a candidate, or an individual acting on their behalf such as a parent/carer, might try to influence grade decisions by applying pressure to the centre or any of its staff, The Coopers' Company and Coborn School will keep and retain clear and reliable records of the circumstances and the steps taken, and make the candidate aware of the outcome. This will include a record that confirms the candidate had been made aware of the evidence that was going to be used and understand that the range of evidence used to determine a grade was not negotiable.

However, if a candidate or an individual acting on their behalf continues to inappropriately attempt to pressure centre staff, a report of suspected candidate malpractice will be submitted to the relevant awarding body.

A report will be submitted by completing the appropriate documentation as guided by the individual awarding body concerned, including the form [JCQ M1 Report of suspected candidate malpractice](#).

- This form must be used by the head of the centre to notify the appropriate awarding body of an instance of suspected candidate malpractice in the conduct of examinations or assessments;
- It can also be used to provide a report on investigations into instances of suspected malpractice;
- In order to prevent the issue of erroneous results and certificates, it is essential that the awarding body concerned is notified immediately of instances of suspected candidate malpractice.

### **Centre staff**

The Coopers' Company and Coborn School will report any instances of potential malpractice (which includes maladministration) where any centre staff fail to follow the published requirements for determining grades.

Examples of potential malpractice taken from the [JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for Summer 2021](#) includes but is not limited to:

- Exam entries are created for students who had not studied the course of entry or had not intended to enter for June 2021;
- Grades created for students who have not been taught sufficient content to provide the basis for that grade;
- A teacher deliberately and inappropriately disregarding the centre's published policy when determining grades;
- A teacher fabricating evidence of candidate performance to support an inflated grade;
- A teacher deliberately providing inappropriate levels of support before or during an assessment, including deliberate disclosure of mark schemes and assessment materials, to support an inflated grade;
- A teacher intentionally submitting inflated grades;



- A failure to retain evidence used in the determination of grades in accordance with the JCQ Grading guidance;
- A systemic failure to follow the centre's policy in relation to the application of Access Arrangements or Special Consideration arrangements for students in relation to assessments used to determine grades;
- A failure to take reasonable steps to authenticate student work;
- A failure to appropriately manage Conflicts of Interest (COIs) within a centre;
- A Head of Centre's failure to submit the required declaration when submitting their grades;
- Grades being released to students (or their parents/carers) before the issue of results;
- Failure to cooperate with an awarding body's quality assurance, appeal or investigation processes;
- Failure to conduct a centre review or submit an appeal when requested to do so by a student.

A report will be submitted by completing the appropriate documentation as guided by the individual awarding body concerned, including the form [JCQ M2 Notification of suspected malpractice / maladministration involving centre staff](#).

- This form must be completed by the head of centre before an investigation commences to notify an awarding body of an instance of alleged, suspected or actual malpractice or maladministration;
- The form must be completed and submitted to the appropriate awarding body immediately a suspicion is raised or an allegation received.