

Addendum to the Assessment, Recording and Reporting Policy and the Examinations Policy on **malpractice** for summer 2021 series only.

The school is required to submit grades that have been determined in line with published guidance and our Centre Policy.

The decision to not go ahead with exams in Summer 2021 means that the causes and drivers for malpractice will be different to those in a normal examination series. However, malpractice can still occur through genuine error or intent, particularly around the determination of grades.

Please note that the list is not intended to be exhaustive and there may be other instances of potential malpractice which will require investigation.

Staff

The awarding organisations will investigate credible allegations of malpractice or issues reported from our monitoring processes that raise concerns about a failure to follow the published requirements for determining grades. Examples include:

- 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 our 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 our 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)
- A Head of Centre's failure to submit the required declaration when submitting our 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.

Students

It is possible that some students may attempt to influence their teachers' judgements about their grades. Students might attempt to gain an unfair advantage during our process by, for example, submitting fabricated evidence or plagiarised work. Such incidents would constitute malpractice and we will report these to the appropriate awarding organisation.

Students, or individuals acting on behalf of a student, such as parents/carers, might also try to influence grade decisions by applying pressure to centres or their staff. The awarding organisations anticipate that the majority of such instances will be dealt with by the school internally – in such cases, they ask that we retain clear and reliable records of the circumstances and the steps taken, and that students are made aware of the outcome. However, if a student continues to inappropriately attempt to pressure staff then we will inform the relevant awarding organisation.

In all the scenarios listed above, as well as any others that have not been explicitly identified here, the JCQ Suspected malpractice policies and procedures 2020-2026 continues to apply. Please be aware that, as always, all investigations into alleged malpractice remain confidential and the findings, including any sanctions imposed, are not publicly disclosed.