



Examinations Malpractice Policy

Aim

At Pen Y Dre High School we aim to conduct all examinations with high professionalism for all students, and deal with any cases of malpractice in a professional manner. We need to ensure that all cases of malpractice are reported to the Awarding Bodies following strict guidelines at all times.

Objectives:

To ensure that any malpractice is dealt with in a professional manner

To report any malpractice to Awarding Bodies following the correct procedure

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

The purpose of this malpractice policy is to ensure:

Under exam conditions the use of unauthorised materials, copying or attempting to copy, escaping from supervision or collusion (ie cheating) is not permitted.

Unauthorised materials include:

mobile phones

iPods, watches or MP3/4 players

products which are potential technological/web enabled sources of information food and drink (containers must be free from labels)

Tippex or correction fluid gel pens

The head of centre is responsible for investigating suspected malpractice.

If a candidate is suspected of malpractice:

- warn the individual of the allegation made against them
- warn the candidate of the penalties and sanctions an awarding body may impose should malpractice be proven
- the individual should have the opportunity to consider their response to the allegations
- record what has happened and retain evidence

A full report detailing accounts of the circumstances surrounding the suspected malpractice should be collected from the individual whether a candidate or a member of staff.



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A full report from any other invigilator/witness/exams officer should be collected; the individual should be informed of the applicable appeals procedure should a decision be made against them

This exam policy will be reviewed annually.

This malpractice policy will be reviewed by the Head of Centre, Senior Leadership Team, Examinations Officer and the Governors.