Malpractice Guidance for Students

"Malpractice" is any act or practice which is in breach of the JCQ regulations or which compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate.

This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, controlled assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

Did you know that the following all constitute malpractice offences for which there are penalties imposed by the awarding bodies?

- Altering results documentation, including certificates
- A breach of the instructions or advice given by an invigilator or awarding body in relation to the examination rules and regulations
- Collusion – working collaboratively with other candidates beyond what is permitted
- Copying from another candidate – including coursework and during the exam
- Deliberate destruction of work – including defacing your own exam script
- Disruptive behaviour in the exam room
- Talking in the exam room
- Written communications between candidates
- Taking unauthorised notes into the exam room
- Using permitted notes/books that have been over-annotated
- Including inappropriate or offensive material in scripts or coursework
- Plagiarism – copying from published sources (including the internet)
- Theft of someone else's work (project or coursework) to pass off as your own
- Possessing a mobile phone (even with the SIM card or battery removed), or an MP3, iPod, or smartwatch etc. whilst in the exam room or whilst quarantined awaiting an exam
- Leaving the exam room, or while still under exam conditions, unescorted before the end of the exam.

Make sure you know what you can and cannot do in an exam room, before it is too late. Do not take unnecessary risks otherwise all your efforts could be wasted and you could cause disruption to other students.

Examination Behaviour Sanctions

This chart outlines unacceptable behaviours during internal and external examinations and the corresponding sanctions to ensure a fair and disciplined examination environment.

Behaviour	Description	Maximum Possible Sanction
Minor Behaviours	Non-disruptive, minor undesirable behaviours (turning in seat, head on desk, sleeping etc).	**Isolation** Actioned by Departments.
Talking During the Examination	Communicating with other candidates verbally or non-verbally.	**Isolation and U-grade issued** Actioned by Head of Year.
Failure to Follow Instructions	Ignoring invigilators' instructions or refusing to comply with rules (e.g., not facing the front, stop talking).	**Suspension** Actions by Head of Year.
Disruptive Behaviour	Actions such as whistling, shouting, or creating distractions.	**Suspension. Disqualified from paper. Disqualified for the rest of the exam cycle for at least one week.** Actioned by Head of Year.
Suspected Disruptive Behaviour	More than one logged account of suspected whistling, shouting, or creating distractions	**1 full day isolation. Disqualified from paper.**
Possession of a Mobile Phone or Smartwatch (or any other prohibited item)	Mobile phone or smartwatch is found on a student's person.	**Disqualification from paper. Phone to be handed to HOY for every exam for the remainder of exam cycle.** Actioned by Head of Year.
Leaving the Exam Room Without Permission	Exiting the examination without invigilator approval (except for emergencies).	**Isolation for the rest of the exam.** Actioned by Head of Year.
Offensive Language or Aggressive Behaviour	Verbal or physical abuse towards staff or students.	**Suspension. Exclusion from exams for the following two weeks.** Actioned by Head of Year.

Reporting and Record Keeping

All incidents of misconduct must be reported to the Exams Officer and then the RSL immediately.

A record of the incident and agreed sanction will be maintained and shared with Head of Year and senior leadership. Repeated offences may escalate in severity.