

Examinations – Malpractice and Maladministration



King Henry VIII 3-19 School Ysgol 3-19 Brenin Harri'r VIII

We believe in the limitless capacity for everyone to achieve great things.

Effective from: November 2025

Approved by Governors (Resources Committee): November 2025

Next Review Due: November 2026

Introduction

King Henry VIII 3-19 School treats all cases of suspected malpractice very seriously and will investigate all suspected and reported incidents of possible malpractice.

Where a case of suspected or reported malpractice is being investigated, where appropriate, King Henry VIII 3-19 School will advise the relevant Awarding Organisation for the qualification. It is accepted that in certain circumstances, the Awarding Organisation may take actions of its own, including imposing sanctions, where appropriate.

The application of this policy aims to fulfil expectations ensuring that there are appropriate assessment policies in place which maintain the academic standards set internally and by the external organisations we work with.

The purpose of this Policy is to set out how allegations of malpractice in relation to all qualifications are dealt with.

Malpractice by students

Some examples of pupil malpractice are described below. These examples are not exhaustive and all incidents of suspected malpractice, whether or not described below, will be fully investigated, where there are sufficient grounds to do so.

- Obtaining examination or assessment material without authorisation.
- Arranging for an individual other than the pupil to sit an assessment or to submit an assignment not undertaken by the student.
- Impersonating another pupil to sit an assessment or to submit an assignment on their behalf.
- Collaborating with another pupil or individual, by any means, to complete a coursework assignment or assessment, unless it has been clearly stated that such collaboration is permitted.
- Damaging another pupil's work.
- Inclusion of inappropriate or offensive material in coursework assignments or assessment scripts.
- Failure to comply with published examination regulations.
- Disruptive behaviour or unacceptable conduct, including the use of offensive language, at centre or assessment venue (including aggressive or offensive language or behaviour).
- Producing, using or allowing the use of forged or falsified documentation.

Malpractice by centre employees

Examples of malpractice by, teachers, tutors and other officers, (including, external invigilators and examination administrators) are listed below. These examples are not exhaustive and all incidents of suspected malpractice, whether or not described below, will be fully investigated, where there are sufficient grounds to do so.

- Failure to adhere to the relevant regulations and procedures, including those relating to centre approval, security undertaking and monitoring requirements as set out by the awarding organisation.
- Knowingly allowing an individual to impersonate a pupil
- Allowing a pupil to copy another pupil's assignment work, or allowing a pupil to let their own work be copied.

- Allowing pupils to work collaboratively during an assessment, unless specified in the assessment brief.
- Completing an assessed assignment for a pupil or providing them with assistance beyond what is normally expected.
- Damaging a pupil's work.
- Disruptive behaviour or unacceptable conduct, including the use of offensive language, and/or aggressive behaviour.
- Allowing disruptive behaviour or unacceptable conduct at the centre to go unchallenged.
- Divulging any information relating to pupil performance and/or results to anyone other than the pupil
- Allowing the use of forged or falsified documentation.
- Failing to report a suspected case of pupil malpractice, including plagiarism, to the Awarding Organisation.
- Moving the time or date of a fixed examination.
- Failure to keep examination question papers, examination scripts or other assessment materials secure, before during or after an examination.
- Allowing a pupil to possess or use unauthorised material or electronic devices that are not permitted in the examination room.
- Allowing pupils to communicate by any means during an examination in breach of regulations.
- Allowing a pupil to work beyond the allotted examination time.
- Leaving pupils unsupervised during an examination.
- Assisting or prompting candidates with the production of answers.

Possible malpractice sanctions

Following an investigation, if a case of malpractice is upheld, King Henry VIII 3-19 School will impose sanctions or other penalties on the individual(s) concerned. Where relevant we will report the matter to the awarding organisation, and the awarding Organisation may impose one or more sanctions upon the individual(s) concerned. Any sanctions imposed will reflect the seriousness of the malpractice that has occurred.

Listed below are examples of sanctions that may be applied to a pupil, or to a teacher, tutor, invigilator or other officer who has had a case of malpractice upheld against them. Please note that this list is not exhaustive and other sanctions may be applied.

Where the malpractice affects examination performance, the awarding organisation may impose sanctions of its own.

Possible study centre sanctions that may be applied to pupils:

- A written warning about future conduct.
- Loss of marks for a section of work, or a single piece of coursework.
- Loss of marks for a component.
- Loss of all marks for a unit.
- Disqualification from a unit.
- Disqualification from all units in one or more qualifications
- Disqualification from a whole qualification
- Disqualification from all qualifications taken in that series
- Candidate debarral

Possible sanctions that may be applied to teachers, tutors, invigilators, and other officers:

- A written warning about future conduct.
- Imposition of special conditions for the future involvement of the individual(s) in the conduct, teaching, supervision or administration of students and/or examinations.
- Informing any other organisation known to employ the individual in relation to courses or examinations of the outcome of the case.
- King Henry VIII 3-19 School may carry out unannounced monitoring of the working practices of the individual(s) concerned.
- Action plan will be agreed between the Awarding Body and the centre and will need to be implemented as a condition of continuing to accept registrations and entries from the centre.
- Additional monitoring
- Withdrawal of centre recognition

Rights of the accused individuals

When there is sufficient evidence to implicate an individual in malpractice that individual must:

- Be informed in writing.
- Know what evidence there is to support the allegation.
- Know the possible consequences should malpractice be proven.
- Have an opportunity to submit a written statement.
- Have an opportunity to seek advice.
- Be informed of the applicable appeals procedures.
- Be informed of the possibility that information will be shared with other Awarding Organisations.
- Be informed that in more serious cases, the Police will be informed

Appeals Procedure

All individuals have the right to appeal against an allegation of malpractice. Information on the process for submitting an appeal will be sent to all centres involved in malpractice decisions.

The Appeals procedures are displayed in the examinations office and in the school foyer.