



Al Islah
Girls' High School
RESPECT EDUCATE ACHIEVE

Malpractice Policy

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Key staff involved

Role	Name(s)
Head of Centre	Nikhat Pardesi
Exams Officer	Safiyya Karolia
SENDCo	Nikhat Pardesi

1. Purpose and Scope

This policy is designed to uphold academic integrity, outlining the definitions, detection, reporting, investigation, and consequences of malpractice for students and staff.

2. Definition of Malpractice

‘Malpractice’ and ‘maladministration’ are related concepts, the common theme of which is that they involve a failure to follow the rules of an examination or assessment. This policy and procedure utilises the word ‘malpractice’ to cover both ‘malpractice’ and ‘maladministration’ and it means any act, default or practice which is:

- a breach of the Regulations
- a breach of awarding body requirements regarding how a qualification should be delivered
- a failure to follow established procedures in relation to a qualification

which:

- gives rise to prejudice to candidates
- compromises public confidence in qualifications compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre

Candidate malpractice

- ‘Candidate malpractice’ means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any

controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper. Actions that compromise the integrity of assessments, including cheating, collusion, plagiarism, and unauthorised materials during assessments.

Centre staff malpractice

Breaches include improper assistance, tampering with grades or assessment materials, and failure to report known malpractice.

'Centre staff malpractice' means malpractice committed by: a member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre; or

- an individual appointed in another capacity by a centre such as an invigilator, a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe

Suspected malpractice

- For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice.

3. Roles and Responsibilities

- **Students:** Expected to adhere to all assessment guidelines and understand the importance of academic integrity.
- **Teachers and Staff:** Must detect and report suspected malpractice and uphold all protocols, maintaining a secure environment.

4. Prevention of Malpractice

- Promote integrity through student awareness programs and exam protocols.
- Provide clear instructions and policies to prevent misunderstanding or unintentional malpractice.

5. Identification and Reporting Procedures

- **Suspicion of Malpractice:** If malpractice is suspected, the incident must be documented and reported immediately to the school administration.
- **Reporting Channels:** Reports should be completed through standardized forms, detailing the nature of the incident and any evidence.
- **Anonymous Reporting:** Allowed to encourage reporting of all suspicions.

6. Investigative Procedures

Upon receipt of a malpractice report, the following steps will be undertaken:

- **Preliminary Review:** Upon receiving a report, the school's investigation team will assess the situation, reviewing evidence and interviewing relevant parties. A preliminary review will be conducted to confirm that there is enough evidence to proceed. If there is sufficient evidence, a formal investigation will be initiated.
- **Formal Investigation:** The designated investigating officer will gather statements from all parties involved, including the candidate(s) and any witnesses. This process will maintain confidentiality and adhere to a fair, unbiased approach.
- **Opportunity to Respond:** The individual(s) suspected of malpractice will be given a chance to respond to the allegations, providing their version of events in writing.
- **Outcomes:** Following the investigation, the school will decide on the necessary actions based on the evidence.

Documentation: Detailed documentation of the investigation process will be recorded as it is essential to ensure transparency and fairness.

7. Consequences and Sanctions

Based on the findings, Al Islah Girls High School will apply appropriate sanctions to ensure fairness and uphold the integrity of its assessments:

- **Minor Offenses:** For minor offenses, such as inadvertently bringing unauthorised materials into an exam room, a warning may be issued, and the materials will be confiscated.
- **Serious or Repeated Offenses:** In cases of more severe malpractice, such as cheating or collusion, students may face more substantial penalties, including disqualification from the examination or assessment.
- **Staff Malpractice:** Staff found guilty of malpractice will face disciplinary action according to school policy and relevant employment laws, which may include suspension or termination of employment for severe breaches.
- **Notification to Exam Boards:** For incidents involving external examinations, the school will report findings to the relevant awarding bodies in compliance with JCQ guidelines, allowing the awarding body to take additional action if necessary.

8. Appeals Process

Students or staff have the right to appeal against any decision or sanction imposed as a result of a malpractice investigation. Appeals must be submitted in writing within five school days to the Headteacher, who will arrange for an independent review of the case. The decision of the appeals process will be final. (See also Internal Appeals policy.)

- If a student or staff member disputes the outcome, they may submit an appeal within five working days of receiving the decision.

9. Preventative Measures and Training

To minimise malpractice incidents, Al Islah Girls High School will implement preventative strategies:

- **Training and Awareness:** All staff and students will receive training on examination regulations, ethical conduct, and consequences of malpractice. Staff will be trained to recognise and handle malpractice cases according to JCQ guidelines.
- **Clear Communication:** Information regarding malpractice definitions, examples, and consequences will be shared with students at the start of each academic year and reinforced before examinations.
- **Examination Protocols:** Al Islah Girls High School will adhere strictly to JCQ guidelines in all examination protocols, including secure storage of materials, clear invigilation processes, and maintenance of examination conditions.

10. Review of the Malpractice Policy

This policy will be reviewed annually or in response to changes in JCQ regulations to ensure its effectiveness in upholding the integrity of qualifications awarded at Al Islah Girls High School. The Headteacher, in collaboration with the Examinations Officer, will oversee the review and update process.