



**ASHMOLE ACADEMY**

**CENTRE NO: 12204**

**EXAMINATIONS 2023/2024**

**Public Examinations Information for  
Parents/Carers**

School Tel No: 020 8361 2703  
School email: [office@ashmoleacademy.org](mailto:office@ashmoleacademy.org)  
Website: [Ashmole Academy Exams](#)

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# INTRODUCTION

This booklet has been prepared so that parents/carers are familiar with the rules and procedures relating to public examinations. It is important that this handbook is read and any questions are addressed to a member of the Exams Office.

The awarding bodies set down very strict criteria for the conduct of public examinations and the school is required to follow them precisely. The following important information set down by the Joint Council for Qualifications (JCQ) can be found in the public exams section on the school website and all candidates must ensure that they are familiar with the information contained within these documents:

- ❖ JCQ Information for Candidates - Written Examinations
- ❖ JCQ Information for Candidates – Non-Examination assessments
- ❖ JCQ Information for Candidates – on-screen tests
- ❖ JCQ Information for Candidates – Privacy notice
- ❖ JCQ Information for Candidates – social media

Also available on the web-site are details of the syllabus numbers and exam boards for all GCE and GCSE qualifications.

Final details of arrangements for examinations will be issued at the start of the examination season through the tutor or year group.

The handbook should be read carefully and retained so that it can be referred to as necessary.

## IMPORTANT DATES

- The Summer Examination Season begins on **Thursday 9<sup>th</sup> May 2023** although some practical and speaking examinations may take place before this date.
- Non-Examination Assessments will take place throughout the academic year. Subject teachers will make students aware of the dates and details of their assessments.

## STUDY LEAVE

Dates for study leave will be published closer to the summer examination period. Once study leave begins students need not come to school after this date unless they have an examination.

For **Year 11** students who have examinations outside of study leave, the following arrangements have been made:

**Morning Examination:** Attend examination and return to normal lessons at the end of the exam.

<b>Afternoon Examination:</b>	P1, 2 & 3	Normal lessons
	P4	Early lunch
	1.00pm	Afternoon exam session begins

For **Year 13** students only, who have an examination outside of study leave, the following arrangements have been made:

**Morning Examination:** Attend examination and return to normal lesson at the end of the exam.

<b>Afternoon Examination:</b>	P1 and P2	Normal lessons
	P3	Study period
	P4	Early lunch
	1.00pm	Afternoon exam session begins

Mock Examinations will be held under the same conditions as public examinations and will take place during lesson times.

## BEFORE PUBLIC EXAMINATIONS

- Students will receive a copy of their Statement of Entry (which list all the examinations for which they have been entered) and an individual Examination Timetable. They should ensure that the Statement of Entry includes all the expected subjects and correct tiers of entry. They must check that their name and date of birth are correct and as they should appear on examination certificates. The timetable should be studied carefully so that students know when and where their examinations will take place. Students will be sent a Google form to complete to confirm that the details are correct in advance of the examinations.
- Note that the Academy is required to provide relevant personal data about candidates, including their name, date of birth and gender to the exam boards for the purpose of examining and awarding qualifications. The awarding bodies will then maintain a comprehensive archive of any examination results that a candidate achieves to provide an audit trail of their results and to maintain an accurate record of their achievements.
- A full timetable is available in the Public Examinations section of the school website.
- The awarding bodies have designated the following as contingency dates within the Summer 2024 exam timetable – the afternoon of 6<sup>th</sup> June and 13<sup>th</sup> June 2024 and the morning and afternoon of 26<sup>th</sup> June 2024. Students will need to ensure they are available on all three dates even if they do not have an exam in case it should be necessary for the awarding bodies to re-schedule any GCSE or A level examinations as a result of any sustained national or local disruption during the examination series
- Parents/carers should ensure that the school has their up-to-date contact details.
- If there is a clash on their timetable a letter will be issued in due course to clarify the arrangements for the day.

### IF IN DOUBT – STUDENTS MUST ASK

- If students miss an examination they cannot take it on another day. Parents/carers will be asked to repay the entry fee for any examination their son/daughter misses without good cause. They should bring a medical certificate if the absence is due to illness.

IT IS THE STUDENT'S RESPONSIBILITY TO CHECK THEIR EXAMINATION TIMETABLE CAREFULLY AND TO ATTEND THE RIGHT EXAMINATION AT THE CORRECT TIME.

- Full adherence to the school's uniform and appearance policy applies throughout the examinations; full school uniform includes proper shoes. Outdoor coats, bags and valuables should be left in lockers. The school appearance rule relates also to hair and piercings; students must not attend with piercings or with haircuts or hair length not complying with the policy. Anyone who is unsure should check the uniform list in planners or on the school website, or speak to the relevant person who is responsible for that year group.
- Y13 students must be dressed appropriately. They are **not permitted** to wear hoodies or jackets in the examination venue.
- If a student's identity cannot be verified due to the wearing of religious clothing they may be asked to remove this clothing for identification purposes. The student would be taken to a private room by a member of staff of the same gender.
- Students may be refused entry into the examination room if they do not comply with the school uniform regulations.

## DURING PUBLIC EXAMINATIONS

Examinations take place in the Sports Hall or Assembly Hall unless indicated otherwise on the noticeboard.

- Students must arrive in the Refectory ten minutes before the start of the examination unless alternative instructions have been given.
- Year 13 students should go to registration and then directly to the Refectory.
- Examinations usually begin at **8.45am** for the morning session. Afternoon examinations will generally begin at **1.00pm**. Students who wish to take lunch before an examination should report to the Refectory at **12.10pm** and remain there until **12.50pm**. Lockers will only be available between **12.45 and 12.55pm**.
- Students who arrive late for an exam may be refused entry to the examination room.
- On entry to the examination, students will be checked by a security detector, having removed any electronic devices from pockets. This process is the beginning of the examination and must be completed in silence.
- Students must come to the examination properly equipped. They should bring a pen, pencil, ruler, eraser and spares. Some examinations require additional materials which **STUDENTS MUST PROVIDE** (e.g. calculator, coloured pencils). Individual subject areas will advise students in advance. The school will not be able to provide such specialist materials. Students must leave everything else – bags, books, coats – in lockers. Should students bring any **UNAUTHORISED** materials with them into the exam they are at risk of being disqualified. This includes notes/exercise books etc. Writing notes on any part of the body or clothing is also prohibited.
- Students are no longer permitted to bring wrist watches into an exam. If they have difficulties seeing the clock in the exam venue they should inform the invigilator as soon as possible.

If they are concerned about being able to see the clock in a large venue they should speak to the Examinations Coordinator beforehand who will seat them in a more appropriate position (seating plans have to be prepared well in advance of an exam and seating details will have been issued to all students so notification must be given at least a week prior to exams taking place as it is difficult to make changes once timetables have been issued).

**NB Liquid paper (e.g. Tippex), mobile phones (even if they are turned off), AirPods, earphones/earbuds, iPods, MP3/4 players or similar devices, watches, products with an electronic communication/ storage device or digital facility are not allowed in the examination room. If a student uses liquid paper on their examination paper, or brings a mobile phone into the examination room, the Board will disqualify them from that and possibly subsequent examinations.**

**YEAR 11 STUDENTS ARE NOT ALLOWED TO HAVE MOBILE PHONES IN SCHOOL UNDER ANY CIRCUMSTANCES.**

- Calculators are allowed in **some** examinations. Where calculators are allowed, the case and instructions must be handed in. Only clear pencil cases are allowed.
- The only refreshment students may bring in to the examination room is still water, which must be in a transparent container with no label and a sports cap.
- Good behaviour is required in the examination room. Any form of misconduct could result in disqualification from **all** examinations in **all** subjects.

## CLASH EXAMINATIONS

If a student has a clash examination, parents will be informed of this clash 48 hours before the examination. Students who are entitled to free school meals will be provided with lunch on this day; all other students are required to bring a packed lunch with them.

## INVIGILATORS

- The school employs invigilators to help in the conduct of examinations. Students are expected to behave in a respectful manner towards invigilators and follow their instructions at all times. They must be treated as other members of the school staff.
- Invigilators are in the examination rooms to assist in the supervision of the conduct of the examination. They will help to distribute and collect the examination papers, hand out extra paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Students should note that invigilators cannot discuss the examination paper or explain the questions.

## SPECIAL CONSIDERATION

If a student has suffered any adverse circumstances, is ill during the examination period, has sustained a recent injury or has suffered a recent bereavement, the parent/carer must inform Mrs Perera in writing immediately. Correspondence may be sent by email to [exams@ashmoleacademy.org](mailto:exams@ashmoleacademy.org). A medical note should be given to her if appropriate. Adverse circumstances must be reported to her **before** the end of the examination season or they cannot be processed.

## EXAMS MISSED DUE TO ILLNESS

The Joint Council for Qualifications (JCQ) has issued advice on how marks are estimated for students who miss exams, usually due to illness, or rarely because work has been lost. The main points are as follows:

- The method used to estimate a missing mark is the 'z-score' method. The z-score method is fairer than a simple pro-rata adjustment of marks as it takes into account variations in the performance of the whole cohort on the different papers. Detailed information on this method can be found at [JCQ Estimating a mark when a student is absent](#). An enhanced grade can only be awarded if the student has completed at least 25% of the total assessment.

## COMMUNITY LANGUAGES

The school will endeavour to facilitate examinations for those students who wish to sit community languages. Entry fees and costs of invigilation will be met by the candidate. Candidates will be required to complete and submit a form (available from the Exams Office or on request from [exams@ashmoleacademy.org](mailto:exams@ashmoleacademy.org)).

## AFTER PUBLIC EXAMINATIONS

### RESULTS

**GCE:** Results for exams taken in May/June will be published on **Thursday 15<sup>th</sup> August 2024**. Results will be emailed to students between **08:00 and 08:30**. Staff will be in school on results day to give any necessary advice on post results services and university admissions.

**GCSE:** Results for GCSE are published on **Thursday 22<sup>nd</sup> August 2023**. Results will be emailed to students between **08:00 and 08:30**. Staff will be in school on results day to give guidance about results if students need it.

If students wish to nominate someone to collect their results on their behalf, written notification must be handed to the Exams Office, or sent by email to [exams@ashmoleacademy.org](mailto:exams@ashmoleacademy.org). The person collecting them will be required to show proof of their identity.

### POST RESULTS

Details of post results services are provided in the Exams Handbook for Students which is circulated to all students prior to their exams. Information on how to apply for these services (access to scripts, reviews of results, clerical checks and appeals) will be provided with students' results on results day. It is important that deadlines are adhered to as awarding bodies do not allow late applications. Details will also be available on the school's web-site. It should be noted that examination marks (and grades) can go down as well as up if a review of results is under-taken.

After a review, it is possible for the school to submit an appeal to an awarding body if it appears that an exam board has not followed correct procedures or has not properly applied the marking scheme. Full details of the appeals process are available via the following URL <https://www.jcq.org.uk/exams-office/appeals>. Note that appeals have two stages, a preliminary stage and a hearing, and fees are applied by the awarding body at both stages. Once again, strict deadlines apply so reference should be made to details included with results slips.

Awarding bodies will only accept appeals from centres and not from candidates themselves, and only following the outcome of a review of results, moderation or re-check. Appeals can only be lodged where there are clear and specific grounds for complaint, therefore, the school would need to take account of all relevant factors in deciding whether to support the appeal. If, on consideration of the evidence, the school does not believe that an appeal is justified, the school will inform the student and their parents/carers of this. Having taken their views into account, the school will make the final decision as to whether to submit the appeal and will ensure that this decision, and the justification for it, is communicated to parents/carers and students by the relevant Head of Faculty.

### CERTIFICATES

These arrive at various times during the Autumn Term. It is not safe to send certificates through the post, so students are required to collect their certificates personally from the Academy. Students will be notified when certificates are available for collection, which will normally be in early November.

## POLICY ON INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS

Ashmole Academy is committed to ensuring that whenever members of staff assess students' work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have the appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will be in place in order to ensure consistency. Students will be informed of the centre assessed marks of non-examined assessments before the marks are submitted to the relevant awarding body. They may request a review of these marks in the form of a written appeal at this stage and may request copies of materials to assist them in considering whether to request a review of the centre's marking. Candidates will be given a deadline by which to submit their written request for a review of their marks. Requests will not be accepted after the deadline has passed.

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment. The final judgement on marks awarded is that of the awarding body. Appeals against matters outside of the school's control will not be considered in the school's appeals procedure.

In accordance with the Code of Practice for the conduct of external qualifications produced by JCQ, Ashmole Academy is committed to ensuring that:

- Internal assessments are conducted by staff that have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification.
- The consistency of the internal assessment is secured through internal standardisation as necessary.
- Staff who are responsible for internal standardisation attend any compulsory training sessions.

There are two possible stages to this appeals process:

1. Appeal in writing to the Head of Faculty
2. Appeal in writing to the Head Teacher if the previous appeal did not bring about a resolution.

### 1. **Appeal in writing to the Head of Faculty:**

- The enquiry into the internal process will normally be led by the Head of Faculty provided that he/she has not played any part in the original internal assessment process. If this is the case, the enquiry will be led by the attached leadership team member. The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the awarding body and the 'Code of Practice' and /or that the marks awarded by the centre are in line with the relevant specification.
- The teacher making the assessment will be notified and will be given an opportunity to explain their decision to the Head of Faculty.
- The student and their parent/carer will be informed in writing of the outcome of this appeal, and will also receive a copy of any relevant communications with the awarding body, as well as any steps taken to further protect the interest of the candidates.
- The outcome of the appeal will be made known to the Assistant Head Teacher, Examinations. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the Head Teacher and the awarding body will be informed.

If the student or their parent/carer is unhappy about the response from the Head of Faculty in writing, they can request that the matter be referred to the Head Teacher.



## 2. Appeal in writing to the Head Teacher.

If a parent/carer is not satisfied with the outcome of the appeal to the Head of Faculty they should write a letter to the Head Teacher specifying the nature of the complaint and any evidence they may have. The Head Teacher will then consider the complaint and instigate an investigation. The Head Teacher may arrange a meeting with the parent/carer and student to explore the complaint in more detail. The parent/carer will receive a letter from the Head Teacher informing them of the outcome of the appeal.

## PLAGIARISM AND THE USE OF ARTIFICIAL INTELLIGENCE

We would draw your attention to the following guidance for non-exam assessed work as failure to abide by this is likely to be considered malpractice and may result in severe sanctions, including disqualification:

Students must not:

- submit work which is not their own;
- make available their work to other candidates through any medium;
- allow other candidates to have access to their own independently sourced material;
- assist other candidates to produce work;
- use books, the internet or other sources, including artificial intelligence (AI) without acknowledgement or attribution; If any sections of their work are reproduced directly from AI generated responses, those elements must be identified and the student must understand that they will not be awarded marks for this work
- misuse AI such that the work that is submitted for assessment is not their own. In doing this they will have committed malpractice, in accordance with JCQ regulations, and may be liable for severe sanctions
- submit work that has been word processed by a third party without acknowledgement;
- include inappropriate, offensive or obscene material
- publicise their work, e.g. by posting it on social media.

Students must ensure they have read the JCQ document, Information for candidates – Social Media: [JCQ Information for Candidates](#) along with other Information for Candidates in the Public Exam section of the Ashmole Academy web-site.

Students considered to have committed malpractice in this or other ways will be dealt with according to the procedures detailed below.

## MALPRACTICE PROCEDURES

**Full details of malpractice procedures, AI Use in Assessments and information regarding Plagiarism in Exams can be found at <http://www.jcq.org.uk/exams-office/malpractice>.**

Malpractice and maladministration involve a failure to follow the rules of an examination or assessment.

In a case of suspected malpractice, in line with the Joint Council for Qualifications (JCQ) policy, the procedures followed by Ashmole Academy will be as detailed below:

### THE ALLEGATION

Where suspected malpractice is identified by a centre, the head of centre **is required** to submit full details of the case at the earliest opportunity to the relevant awarding body.

A full account of the incident has to be submitted together with supporting evidence and an indication of which regulation or specification requirement has been broken.

In the case of notifications of suspected malpractice received from examiners, moderators, external verifiers, the regulator or members of the public (including whistle-blowers), the awarding body will consider the information provided and take one of the following courses of action:

- take no further action;
- where necessary, ask the head of centre to conduct a full investigation into the alleged malpractice and to submit a written report;
- in the case of alleged fraud or a serious breach of security, investigate the matter directly.

### THE INVESTIGATION

#### Centre Investigation

- It will normally be expected that investigations into allegations of malpractice will be carried out by the head of centre. The head of centre should deal with the investigation in a timely manner.
- Those responsible for conducting an investigation should establish the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true.
- The head of centre should consider that both staff and candidates can be responsible for malpractice. Where a conflict of interest may be seen to arise, investigations into suspected malpractice should not be delegated to the manager of the section, team or department involved in the suspected malpractice.
- The centre will provide the accused individual(s) with the details used to notify the awarding body of the malpractice.
- When the head of centre deems it necessary to interview a candidate or member of staff in connection with an alleged malpractice, the interviews will be conducted in accordance with the centre's policy for conducting disciplinary enquiries.
- The involvement of legal advisors is not necessary, at least where there is no allegation of criminal behaviour. However, if any party wishes to be accompanied by a solicitor or trade union official, the other parties must be informed beforehand to give them the opportunity to be similarly supported. An awarding body will not be liable for any professional fees incurred.
- The head of centre is required to make available an appropriate venue for such interviews. Interviews may also be conducted over the telephone. Individuals involved may be requested to provide a written statement.

## Awarding Body Investigation

- For allegations of malpractice which involve fraud or a serious breach of examination security, it will normally be expected that an investigation into the allegation will be carried out by the relevant awarding body or bodies and/or the regulators, acting in conjunction with the head of centre (or the governing body or management board), and possibly the Police. The funding agencies will also usually conduct their own investigation if fraud is suspected.
- An awarding body will not normally withhold from the head of centre any evidence or material obtained or created during the course of an investigation into an allegation of malpractice. However, it may do so where this would involve disclosing the identity of an informant who has asked for his/her identity to remain confidential. In such cases, the awarding body will provide the evidence and material and will withhold information that would reveal the person's identity, and will explain why the withheld information cannot be provided.
- Any material or evidence not provided to the head of centre will not be provided to a Malpractice Committee and will not be considered when deciding whether an allegation of malpractice is proven or not.
- If investigations reveal that candidates had prior knowledge of the content of an examination or assessment, the awarding body must establish whether information could have been divulged to candidates at other centres or to other unauthorised persons.
- Sometimes it is necessary for the awarding body to interview a candidate during an investigation. If the candidate is a minor or a vulnerable adult, and if the interview is to be conducted face to face, the awarding bodies undertake to do this only in the presence of the head of centre, or other senior member of staff, or the candidate's parent/carer or with the permission of the head of centre or parent/carer. Interviews may also be conducted over the telephone or the individual being interviewed may also be requested to provide a written statement.
- When it is necessary for a member of the awarding body staff to conduct an interview with a staff member, the member of staff being interviewed may be accompanied by a friend or advisor (who may be a representative of a teacher association or other association).
- If the individual being interviewed wishes to be accompanied by a legal advisor, the other parties must be informed beforehand to give them the opportunity to be similarly supported.

## Rights of the Accused Individuals

When, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual, whether a candidate or a member of staff, accused of malpractice **must**:

- be informed (preferably in writing) of the allegation made against him or her;
- be advised that a copy of the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures can be found on the JCQ website - <http://www.jcq.org.uk/exams-office/malpractice>;
- know what evidence there is to support that allegation;
- know the possible consequences should malpractice be proven;
- have the opportunity to consider their response to the allegations (if required);
- have an opportunity to submit a written statement;
- be informed that he/she will have the opportunity to read the submission and make an additional statement in response, should the case be put to the Malpractice Committee;
- have an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required);
- be informed of the applicable appeals procedure, should a decision be made against him or her;
- be informed that the awarding bodies reserve the right to share their statements, records or transcripts of interviews with others involved in the case and other appropriate third parties

**Responsibility for informing the accused individual rests with the head of centre.**

## The Report

After investigating an allegation of malpractice, the head of centre **must** submit a full written report of the case to the relevant awarding body.

The Report should be accompanied by the following documentation, as appropriate:

- a statement of the facts, a detailed account of the circumstances of the alleged malpractice and details of any investigations carried out by the centre;
- written statement(s) from the invigilator(s), assessor, internal verifier(s) or other staff who are involved; All such documents will be signed and dated by the individuals concerned;
- transcriptions of interviews with/written statements from any candidates involved in, or affected by, the alleged malpractice. All such documents must be signed and dated by the candidates, and any statements must be in the candidates' own words;
- written statement(s) from the candidate(s);
- any mitigating factors;
- information about the centre's procedures for advising candidates of the awarding bodies' regulations;
- seating plans showing the exact position of candidates in the examination room;
- unauthorised material found in the examination room;
- any work of the candidate and any associated material (e.g. source material for coursework) which is relevant to the investigation.
- any other relevant information or evidence not listed above but which is relevant to the case being investigated, for example, CCTV footage;
- a summary of the actions which will be taken by the centre to mitigate the impact of any malpractice, and the actions to be taken to avoid a recurrence of such a malpractice incident.

## The Decision

In order to determine the outcomes in cases of alleged malpractice, awarding bodies may appoint a Panel or Committee, the "Malpractice Committee", composed of external members experienced in examination and assessment procedures. Alternatively, this function may be allocated to a named member or members of staff.

- The Committee may be assisted by an awarding body member of staff.
- The key principle underpinning the composition of the Malpractice Committee is that it is independent of those who have conducted the investigation.
- Awarding body staff who have directly investigated the case will play no role in the decision-making process.
- No one who declares an interest in the outcome of the case will be present in the room when the case is considered.
- Information supplied to the Malpractice Committee will be only that which is directly relevant to the case under consideration and which has been made available to the person against whom the allegation has been made, subject to redaction.
- The person against whom the allegation has been made will be given the opportunity to make a statement to the Malpractice Committee in light of the material provided.

The Malpractice Committee is responsible for determining the outcome following the report. In making a decision on any Report, the Malpractice Committee will establish that correct procedures have been followed in the investigation of the case, and that all individuals involved have been given the opportunity to make a written statement.

If satisfied, the Malpractice Committee will then seek to determine:

- whether the examination and assessment regulations have been broken;
- whether correct procedures were followed
- where the culpability lies for the breach of regulations.
- If the Malpractice Committee determines that malpractice has occurred, it will then seek to determine the appropriate sanction(s) to be applied, if any, considering the least severe sanction first, considering any points in mitigation and the appropriate measures to be taken to protect the integrity of the examination or assessment and to prevent future breaches.

## **Sanctions**

Awarding bodies impose sanctions on individuals and on centres responsible for malpractice in order to:

- minimise the risk to the integrity of examinations and assessments, both in the present and in the future;
- maintain the confidence of the public in the delivery and awarding of qualifications;
- ensure as a minimum that there is nothing to gain from breaking the regulations;
- deter others from doing likewise.

The awarding bodies will determine the application of a sanction according to the evidence presented, the nature and circumstances of the malpractice, and the type of qualification involved.

### **Not all the sanctions are appropriate to every type of qualification or circumstance.**

Awarding bodies may, at their discretion, impose the following sanctions against candidates.

#### **1 Warning**

The candidate is issued with a warning that if the offence is repeated within a set period of time, further specified sanctions will be applied.

#### **2 Loss of marks for a section**

The candidate loses all the marks gained for a discrete section of the work. A section may be part of a component, or a single piece of non-examination assessment if this consists of several items.

#### **3 Loss of marks for a component**

The candidate loses all the marks gained for a component. A component is more often a feature of linear qualifications than a unitised qualification, and so this penalty can be regarded as an alternative to sanction 4.

Some units also have components, in which case a level of penalty between numbers 2 and 4 is possible.

#### **4 Loss of all marks for a unit**

The candidate loses all the marks gained for a unit. This sanction can only be applied to qualifications which are unitised. For linear qualifications, the option is sanction 3. This penalty usually allows the candidate to aggregate or request certification in that series, albeit with a reduced mark or grade.

#### **5 Disqualification from a unit**

The candidate is disqualified from the unit. This sanction is only available if the qualification is unitised. For linear qualifications, the option is sanction 7. The effect of this sanction is to prevent the candidate aggregating or requesting certification in that series, if the candidate has applied for it.

#### **6 Disqualification from all units in one or more qualifications**

If circumstances suggest, sanction 5 may be applied to other units taken during the same examination or assessment series. (Units which have been banked in previous exam series are retained.) This sanction is only available if the qualification is unitised. For linear qualifications the option is sanction 8.

#### **7 Disqualification from a whole qualification**

The candidate is disqualified from the whole qualification taken in that series or academic year. This penalty can be applied to unitised qualifications only if the candidate has requested aggregation. Any units banked in a previous series are retained, but the units taken in the present series and the aggregation opportunity are lost. If a candidate has not requested aggregation the option is sanction 6. It may also be used with linear qualifications.

## **8 Disqualification from all qualifications taken in that series**

If circumstances suggest, sanction 7 may be applied to other qualifications. This sanction can be applied to unitised qualifications only if the candidate has requested aggregation. Any units banked in a previous series are retained, but the units taken in the present series and the aggregation opportunity are lost. If a candidate has not requested aggregation the option is sanction 6. It may also be used with linear qualifications.

## **9 Candidate debarral**

The candidate is barred from entering for one or more examinations for a set period of time. This sanction is applied in conjunction with any of the other sanctions above, if the circumstances warrant it.

### **Communicating Decisions**

Once a decision has been made, it will be communicated in writing to the head of centre as soon as possible.

It is the responsibility of the head of centre to communicate the decision to the individuals concerned and to pass on details of any sanctions and action in cases where this is indicated. The head of centre must also inform the individuals if they have the right to appeal.

The majority of malpractice cases are usually confidential between the centre, the individual(s) accused of malpractice and the awarding body. However, in cases of serious malpractice, such as where the threat to the integrity of the examination or assessment is such as to outweigh a duty of confidentiality, it may be necessary for information to be exchanged amongst:

- the regulators;
- other awarding bodies;
- other regulatory or investigative bodies
- other centres where the malpractice may affect the delivery of an awarding body's qualification.

The head of centre will inform the accused individual that the awarding body may share information as detailed above.

### **Appeals**

The awarding bodies have established procedures for considering appeals against sanctions arising from malpractice decisions. The following individuals have a right to appeal against decisions of the Malpractice Committee or officers acting on its behalf.

- Heads of centre, who may appeal against sanctions imposed on the centre or on centre staff, as well as on behalf of candidates entered or registered through the centre.
- Members of centre staff, or examining personnel contracted to a centre, who may appeal against sanctions imposed on them personally.
- Private (external) candidates.
- Third parties who have been barred from examinations or assessments of the awarding body.

Further information may be found in the JCQ publication, A Guide to the awarding bodies' Appeals Processes - <http://www.jcq.org.uk/exams-office/appeals>