



HARMONIZE ACADEMY

Policy and procedures

for reporting potential Malpractice, Breaches of Security and Plagiarism

POLICY WRITTEN BY:	PRINCIPAL
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Procedures for reporting potential Malpractice, breaches of security and Plagiarism

Malpractice or breaches of security incidents of any kind within centres are very rare during a particular year. However, given the sometimes serious impact such incidents can have, it's important that Harmonize Academy is aware of the types of incidents that can occur and what needs to happen when they do.

Breaches of security

This is any act which breaches the confidentiality of question papers or materials. This can, and may include the early opening of examination papers or the early delivery of an assessment to candidates.

If it is suspected that a breach of security may have occurred, the head of centre will need to make the appropriate awarding body aware of this immediately. The awarding body will then be in touch to advise the Head of Centre on the next steps and the process that needs to take place.

Malpractice and maladministration

Malpractice, which includes maladministration, means any act which is a breach of regulations or which may compromise the integrity of any qualification or assessment. Malpractice and maladministration can be deliberate or the result of negligence.

Whether the malpractice involves candidates, teachers, invigilators or other administrative staff, prompt action and cooperation between Harmonize Academy and the appropriate awarding body is essential to ensuring the fairness and integrity of all qualifications.

The head of centre is required to notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice. The only exception to this is candidate malpractice discovered in controlled assessments, coursework or non-examination assessments before the candidate authentication forms have been signed.

Candidate malpractice

If any candidate malpractice in the internally assessed components of qualifications is discovered before a candidate has signed the declaration of authentication, this does not need to be reported to the appropriate awarding body.

If an issue is discovered after a candidate has signed the declaration of authentication, or any malpractice is suspected by a candidate during an examination (for example, possession of a mobile phone), full details of the case must be submitted to the appropriate awarding body at the earliest opportunity by emailing a JCQ Form M1 with supporting documentation. The awarding body will then take this forward and guide the head of centre on the process to be undertaken.

Staff malpractice

If a member of staff is suspected of committing malpractice or that maladministration in the delivery of the qualification may have occurred, the head of centre must let the appropriate awarding body know by emailing a completed JCQ Form M2(a) as soon as possible. This may involve, for example, inappropriate levels of guidance or assistance being provided to candidates. The awarding body will review the documentation provided and will advise the head of centre on the next steps.

For further guidance on what constitutes malpractice, the process for investigating malpractice and the sanctions which may be imposed, further information can be found in the JCQ General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures at <https://www.jcq.org.uk/exams-office/malpractice>.

For further guidance on reporting suspected malpractice to awarding bodies, visit the exams administration area of their websites.

Plagiarism in Assessments

Definition

Plagiarism calls into question the integrity of examinations and assessments, especially those assessment components such as non-examination assessments where plagiarism can occur most easily. If non-examination assessments are to remain as a viable assessment method, it is the duty of all who are preparing and assessing candidates for assessments as well as those who have an interest in the setting, marking and administration of assessments, to do whatever they can to address plagiarism.

Defining plagiarism

Before considering what steps can be taken to counter this practice, it is necessary to have a clear idea of what plagiarism is.

There are several definitions of plagiarism, but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own. The JCQ General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures define plagiarism as: *"unacknowledged copying from or reproduction of published sources or incomplete referencing."*

Harmonize Academy follows JCQ's guidance [Plagiarism in Assessments: Guidance for Teachers/Assessors](#) as standard practice to prevent, keep watch, confirm and report plagiarism within the Centre and to an Awarding Body where appropriate.

Awarding Body Contacts

AQA

Irregularities
AQA
Devas Street
Manchester
M15 6EX
Telephone: 0161 958 3736
E irregularities-n@aqa.org.uk

PEARSON EDEXCEL

T Account Services on 0344 463 2535 – ask for the Investigations Team
E pqsmalpractice@pearson.com.
E candidatemalpractice@pearson.com
E pqsmalpractice@pearson.com

CACHE

T 0191 239 8000
E customersupport@ncfe.org.uk

CAMBRIDGE INTERNATIONAL EXAMINATIONS

[Notification of suspected centre staff malpractice: Exam day – Form 9a](#)

This form is to be used by the Head of Centre to report an instance of suspected centre staff malpractice to Cambridge International before an investigation starts.

[Suspected centre staff malpractice report: Exam day – Form 9b](#)

After you have reported an instance of suspected centre staff malpractice using Exam day – Form 9a, this form is to be used by the Head of Centre to provide details of the information that has been gathered.

[Suspected candidate malpractice report: Exam day – 9c](#)

This form is to be used by the Head of Centre to report instances of suspected candidate malpractice. This includes all instances of suspected candidate malpractice in timetabled exams or other assessments.

If you need help you can refer to section 5.6 of the relevant [Cambridge Handbook](#).

LAMDA

T 0208 834 0500
E exams@lamda.ac.uk

NCFE

T 0191 211 3826
E customersupport@ncfe.org.uk

VTCT

T 023 8068 4500
E customersupport@vtct.org.uk

WJEC / EDUQAS

Malpractice Section
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