



JCQ Compliant Malpractice & Maladministration Policy

Ysgol Penrhyn Dewi VA

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1. Introduction

This policy incorporates the requirements of:

- **JCQ Suspected Malpractice: Policies and Procedures** [\[jcq.org.uk\]](http://jcq.org.uk)
- **JCQ General Regulations for Approved Centres** (GR 5.3, GR 5.11)
- **WJEC Malpractice Guidance** (which requires centres to follow JCQ procedures) [\[wjec.co.uk\]](http://wjec.co.uk)

The purpose of this policy is to ensure that the centre meets all regulatory obligations for WJEC GCSE and GCE qualifications.

2. JCQ Definitions of Malpractice & Maladministration

2.1 As defined by JCQ

Malpractice includes **any act, default or practice** that:

- breaches JCQ Regulations
- compromises assessment integrity or public confidence
- compromises or attempts to compromise validity of results or certificates
- damages the credibility of an awarding body or centre

JCQ confirms that malpractice and maladministration include both **intentional and unintentional actions**.

2.2 Categories of malpractice (JCQ SMPP)

Candidate malpractice includes:

(Aligned with JCQ SMPP 2)

- plagiarism
- collusion
- use of unauthorised materials



- copying
- impersonation
- falsifying evidence
- breaches of exam room regulations

Centre staff malpractice includes:

(Aligned with JCQ SMPP 2)

- providing improper assistance
- falsifying marks, evidence or records
- breaches of exam security
- incorrect application of reasonable adjustments
- facilitating candidate malpractice

3. Preventing Malpractice (JCQ Requirements)

JCQ requires centres to:

- **Take all reasonable steps to prevent malpractice before, during and after exams** (GR 5.11)
- Ensure all staff understand the JCQ regulations and WJEC assessment rules
- Inform candidates how to avoid malpractice and the consequences if they breach rules (GR 5.3)
- Maintain security of assessment materials
- Use JCQ guidance on preventing malpractice and AI misuse in assessments.

WJEC further emphasises that all malpractice cases must follow JCQ procedures.

4. Reporting Suspected Malpractice (JCQ Requirements)

WJEC states that centres **must consult JCQ documentation** for all suspected cases.



JCQ requires centres to:

- **Notify the awarding body immediately** of all alleged or suspected malpractice (GR 5.11)
- Use the correct JCQ forms:
 - **JCQ/M1** – Suspected candidate malpractice
 - **JCQ/M2** – Suspected staff malpractice/maladministration
 - **JCQ/M3** – Report into staff malpractice
- Provide supporting evidence and documentation as required (SMPP)

4.1 Investigation requirements (JCQ SMPP Sections 4–6)

JCQ sets out a detailed investigative framework that includes:

- impartial information gathering
- clear documentation
- protection of anonymity where appropriate
- rights of accused individuals to respond

4.2 Notifiable incidents

JCQ specifies certain incidents that **must** be reported to awarding bodies (SMPP Section 4).

4.3 Whistleblowing

WJEC states that individuals may contact the awarding body directly if they fear victimisation.

5. Outcomes and Sanctions (JCQ Requirements)

JCQ lists sanctions for:

- **Candidates** (SMPP Appendix 6)
- **Centre staff** (SMPP Appendix 5)



- **Centres** (SMPP Appendix 4)

Sanctions may include:

- loss of marks
- disqualification
- withdrawal of results
- loss of centre approval (for serious cases)

WJEC may also impose additional penalties according to its malpractice guidance.

6. Appeals (JCQ Requirements)

JCQ confirms that:

- centres must provide candidates with access to an internal appeals process
- candidates and staff may appeal decisions made by awarding bodies through JCQ's formal appeals route

7. Integration with WJEC Requirements

WJEC states:

- All malpractice must be reported to WJEC
- Centres **must** consult the JCQ booklet "Suspected Malpractice: Policies and Procedures" for all cases

Thus, this policy fully aligns with both WJEC and JCQ expectations.

