



## POLICY

Document Title	<b>Malpractice in Examinations &amp; Assessments Policy</b>
Version	<b>Version 1.2</b>
Equality Impact Assessment Status	<b>Completed</b>
Consulted with	<b>Data Compliance and Information Services Manager</b>
Approved by	<b>Vice Principal Finance and Resources</b>
Date approved	<b>3<sup>rd</sup> September 2025</b>
Effective date	<b>4<sup>th</sup> September 2025</b>
Date of next review	<b>7<sup>th</sup> September 2026</b>
Lead responsibility	<b>Head of Information Services</b>

## **1. Purpose**

1.1. The purpose of this Policy is to ensure the Head of Centre, Examinations Officer and all others involved in managing the delivery of general and vocational qualifications understand that “Malpractice” includes maladministration and non-compliance of any act, default or practice that is a breach of the Regulations, which:

- 1.1.1. Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification, or the validity of a result or certificate.
- 1.1.2. Failure by a centre to notify, investigate and report, within 48 hours, to an awarding body allegation of suspected malpractice, constitutes malpractice
- 1.1.3. Failure to take action as required by an awarding body as detailed in Appendix 2 - JCQ Suspected Malpractice Policies and Procedures, 1 September 2025 to 31 August 2026 or to co-operate with an awarding body's investigations constitutes malpractice.

## **2. Scope**

2.1. It is the responsibility of everyone involved in the Centre's exam processes to read, understand and implement this policy.

2.2. The Malpractice in Examinations & Assessments Policy will be reviewed every year by the Examinations Officer, Head of Information Services and a member of the Executive Team.

2.3. Where references are made to JCQ Regulations/Guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## **3. Policy / Principles**

3.1. The aim of this Policy is:

- 3.1.1. To identify and minimise the risk of malpractice by staff or students
- 3.1.2. To respond to any incident of alleged malpractice promptly and objectively
- 3.1.3. To standardise and record any investigation of malpractice to ensure openness and fairness
- 3.1.4. To protect Derwentside College against all allegations of malpractice in relation to examinations and assessment that might undermine the integrity and validity of the examination or assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification

## **4. Procedure**

4.1. Derwentside College will not tolerate actions or attempted actions of malpractice by candidates or staff. Every case of malpractice must be reported to the Head of Centre, the Head of Information Services and the Examinations Officer.

4.2. In all instances of malpractice, reference will be made to the JCQ Publication “*Suspected Malpractice Policies and Procedures, 1 September 2025 to 31<sup>st</sup> August 2026*”. This document details the procedures for investigating and following up instances of alleged or actual malpractice and the sanctions to be applied.

4.3. In all cases of suspected or confirmed malpractice, the Examinations Officer will notify the Awarding Organisation and initiate the collection of all required evidence. This process will be carried out with support from the Head of Quality and Standards and in full accordance with the procedures specified by the Awarding Organisation

4.4. All individuals involved in a malpractice investigation will be formally notified. Confidential interviews and written statements will be gathered and compiled into a report, which will then be submitted to the Awarding Organisation. Once a decision has been received, all parties involved will be notified of the outcome and any sanctions that have been applied.

## **5. Relevant Legislation / Regulation**

5.1. The following current legislation and regulations apply to this policy:

- JCQ Regulations
- Awarding Body Regulations

## **6. Related Documents**

6.1 The following related documents are relevant to this policy:

- JCQ Regulations on Suspected Malpractice Policies and Procedures, 1 September 2025 to 31<sup>st</sup> August 2026

## **7. Accountability**

7.1. The Examinations Officer is responsible for the drafting and implementation of this policy.

7.2. The Examinations Officer is responsible for ensuring that this document is regularly reviewed and updated and is the first point of contact for managers seeking advice and guidance about the Policy or making enquiries about its interpretation.

7.3. All managers are responsible for ensuring that they and their team members follow the requirements set out in this document.

7.4. All employees are responsible for adhering to the requirements set out in this document.

## **8. Equality & Diversity**

8.1. The College has paid due regard to equality considerations during the preparation and implementation of this Policy.

8.2. These considerations included the potential for any differential negative effect on the grounds of age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief (including lack of belief), sex, sexual orientation, marriage or civil partnership.

8.3. The College's judgement is that there is no such negative effect on those grounds and, consequently, no potential breach of the Equality Act 2010.

8.4. The operation of this Policy will be monitored by the Director of Human Resources in order to establish that no unlawful discrimination is taking place and to identify opportunities for the College to enhance equality of opportunity and fair treatment.

## **9. Review**

9.1. This document will be reviewed and updated in September 2026, or earlier if required.

9.2. The Head of Information Services will undertake this review, considering the outcomes of the monitoring process, legislative changes and developments in good practice.

9.3. As part of the review, the Head of Information Services will seek and consider the views of the College's employees and students, where relevant.

9.4. The outcome of the review will be reported to the Executive Team.

**10. Document Identification**

<b>Category</b> [select ONE only]	<input type="checkbox"/> Programmes/courses <input type="checkbox"/> Partnerships <input type="checkbox"/> Finance <input type="checkbox"/> Quality <input type="checkbox"/> Governance <input type="checkbox"/> Health and safety <input type="checkbox"/> Facilities <input type="checkbox"/> Computer Services <input checked="" type="checkbox"/> MIS <input type="checkbox"/> Admissions <input type="checkbox"/> Teaching and learning <input type="checkbox"/> Personnel
<b>Audience</b> [select ALL that apply]	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Learners <input type="checkbox"/> Partners <input type="checkbox"/> Suppliers

**EQUALITY IMPACT ASSESSMENT**

This form must be completed when drafting a new policy/procedure or amending an existing policy/procedure. It should be completed at the earliest opportunity so any issues can be resolved/mitigated in advance.

<b>POLICY / PROCEDURE DETAILS</b>	
Name of policy / procedure:	<b>Malpractice in Examinations &amp; Assessments Policy</b>
Version:	<b>1.0</b>
Date of latest version:	3 <sup>rd</sup> September 2025
Manager responsible:	Head of Information Services
Others involved in this EIA:	Data Compliance and Information Services Manager

<b>ASSESSMENT</b>	
What evidence have you used? (This could be internal data, surveys, complaints/grievances or other external quantitative or qualitative research)	Examination Policies
Who have you engaged / consulted with? (This could be individuals, groups, networks or organisations)	The exams team and the JCQ website.

For each protected characteristic, does the evidence show that the policy/procedure...	does not inadvertently disadvantage or discriminate against staff, learners or service users?	Actively explores opportunity and fosters good relations between people of different protected groups and backgrounds?	Where 'no' is checked, or concerns have been identified detail them here:
Age (including older and younger people)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Disability (including those with physical disabilities, unseen disabilities and mental health issues)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Sex (both men and women)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Gender reassignment or Gender identity (including trans staff and students who have transitioned, are considering transitioning or are in the process of transitioning from one gender to another, and also non-binary staff and students who do not identify with, or reject gender labels)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Marriage and Civil Partnership	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Pregnancy / Maternity (including breastfeeding mothers)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Race and Ethnicity (including nationality, colour, native language, culture and geographic origin)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Religion and belief (including those with no religion or belief)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Sexual orientation (including, but not limited to, gay, lesbian, bisexual, queer and straight staff and learners)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Intersectionality (although not a protected characteristic itself it's important to consider how characteristics intersect)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

ACTION PLANNING		
Issue Identified	Planned or completed remedial action	Person responsible and timeframe

MONITORING AND REVIEW
How will the impact of your policy and procedure be monitored and reviewed once agreed?

AUTHORISATION		
	Signature	Date
Manager responsible:	Head of Information Services	3 <sup>rd</sup> September 2025
EIA Panel:		
EIA Committee's Comments if applicable:		