

JCQ Suspected Malpractice Policies & Procedures – Appendix 6 Indicative sanctions against candidates.

This table is an abridged version of the full Appendix and is provided for guidance only.

Awarding Bodies & JCQ reserve the right to apply sanctions flexibly according to the details of each individual case. In instances where the box is blank, the sanction may still be used.

South Somerset Partnership School is bound by regulation to report any suspected malpractice.

Standard sanctions:

1. warning	4. loss of all marks gained for a unit	7. disqualification from the whole qualification
2. loss of all marks gained for a section	5. disqualification from the unit	8. disqualification from all qualifications taken in that series
3. loss of all marks gained for a component	6. disqualification from all units in one or more qualifications taken in the series	9. barred from entering for examinations for a set period of time.

The following gives examples where Candidates have been found to have committed malpractice and the sanction imposed by the Awarding Body

Category of Malpractice	Example of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Introduction of unauthorised material into the examination room	Unauthorised notes, study guides and personal organisers	content irrelevant to subject	content relevant to subject	relevant to subject and evidence of use
	Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, AirPods, earphones and headphones)	not in the candidate's possession but makes a noise during the examination	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of being used by the candidate

Category of Malpractice	Example of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Breaches of examination conditions	A breach of the instructions or advice of an invigilator, or the awarding body in relation to the examination rules and regulations	minor non-compliance: e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance: e.g. refusing to move to a designated seat; significant amount of writing after being told to stop	repeated non-compliance
	Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	leaving examination early (no loss of integrity); removing script from the examination room, but evidence of the integrity was maintained	removing script from examination room but with no proof that the script is safe; taking home materials	removing script from the examination room with proof that the script has been tampered with; leaving examination room early so integrity is impaired
	Disruptive behaviour in the examination room or assessment session (including use of offensive language)	minor disruption lasting a short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the examination room; taking another's possessions	warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property
Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)	Verbal communication	isolated incidents of talking before the start of the examination or after papers have been collected	talking during the examination about matters not related to the exam; accepting examination related information	talking about examination related matters during the exam; whispering answers to questions
	Communication	passing/receiving written communications which clearly have no bearing on the assessment	accepting assessment related information	passing assessment related information to other candidates; helping one another; swapping scripts

Category of Malpractice	Example of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Offences relating to the content of candidates' work	The inclusion of offensive or obscene material in scripts	Isolated offensive words or drawings	Frequent offensive words or drawings; isolated obscenity or offensive comments directed at an individual or group	Frequent obscenities; discriminatory language, remarks or drawings directed at an individual or group.
	Copying from another candidate or allowing work to be copied (including the misuse of technology)	lending work not knowing it would be copied	permitting examination script/work to be copied; showing other candidates' answers	copying from another candidate's script; borrowing work to copy
Undermining the integrity of the examinations/ assessments	The deliberate destruction of work	minor damage to work which does not impair visibility	defacing scripts; destruction of candidate's own work	significant destruction of another candidate's work
	Misuse of, or attempted misuse of, assessment material and resources	attempting to source assessment related information online	accepting assessment related information without reporting it to the awarding body	attempting to gain or gaining prior knowledge of assessment information; improper access to assessment related information (including electronic means); improper disclosure (including electronic means); receipt of assessment information from the examination room; facilitating malpractice on the part of others; passing or distributing assessment related information to others
	Use of social media for the exchange and circulation of real or fake assessment material	attempting to source secure assessment related information online/via social media	accepting/receiving real or fake assessment related information via social media without reporting it to the awarding body	attempting to gain or gaining prior knowledge of assessment information via social media; improper disclosure of real or fake assessment information; passing or distributing real or fake assessment related information to others