

**Information for Candidates on:**

**Examination, Controlled Assessment, Coursework and Non-examination Assessments Information**



Dear Candidates

Please read the information notices for candidates as they contain very important information that you need to know in order to complete your exams successfully in respect of:

**GCSE Controlled Assessments**

**GCE, ELC and Project qualifications – coursework assessments**

**Non-examination assessments**

**On-screen tests**

**For written examinations**

Also included are the following notices:

**Guidelines when referring to examinations/assessments through the Internet**

**Privacy Notice**

If you fail to comply with the regulations set by JCQ in respect of the above then the exam boards will consider that you have cheated (malpractice) which will be taken very seriously by this school and the exam boards. Colchester High School has a duty to report any incidents to the exam board who in turn will decide what sanction or penalty will be applied.

Please do not think that you will not be caught as the exam boards have many ways to detect any kind of cheating. You will also be asked by your teacher to sign a declaration of authentication that the work you are submitting is your own.

If there is anything that you do not understand after reading the notices, you **must** ask your teacher.

## **What is malpractice?**

“Malpractice” is any act, default or practice which is a breach of the JCQ or CIE regulations or which:

- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate

Malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any controlled assessment, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

## **Sanctions and penalties**

Awarding bodies impose sanctions and penalties on individuals responsible for malpractice 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

## **Candidate malpractice**

For example:

- the alteration or falsification of any results document, including certificates;
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with other candidates, beyond what is permitted;
- copying from another candidate (including the use of IT to aid the copying);
- allowing work to be copied e.g. posting written coursework on social networking sites prior to an examination/assessment;
- the deliberate destruction of another candidate’s work;
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);

- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication;
- making a false declaration of authenticity in relation to the authorship of controlled assessments, coursework or the contents of a portfolio;
- allowing others to assist in the production of controlled assessments, coursework or assisting others in the production of controlled assessments or coursework;
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
- being in possession of confidential material in advance of the examination;
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);
- the inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework or portfolios;
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
- plagiarism: unacknowledged copying from published sources or incomplete referencing;
- theft of another candidate's work;
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches or other similar electronic devices;
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor;
- behaving in a manner so as to undermine the integrity of the examination.

Penalties imposed against candidates by exam boards for malpractice range from a **warning** to being **barred from entering for examinations for a set period of time**.

Ensure you know what you can and cannot do in an exam room, before it is too late. You should have worked hard in preparation for any exams or assessments, be proud of your work. Do not take unnecessary risks; otherwise all your efforts during the year could be wasted.