

# MALPRACTICE IN EXAMS

Sometimes there might be issues or concerns about the validity of your work. While we don't want to see anyone jeopardise their grades or marks, we must investigate any breaches, and you could face a penalty. Malpractice is the term used by exam boards for any irregularity or breach of the regulations. They decide what action to take, and a tariff system exists for penalties.

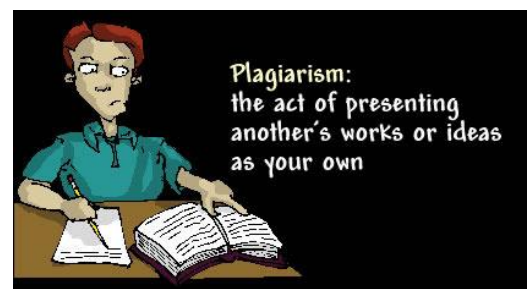
Make sure you understand the rules and boundaries.

## WHY STUDENTS RISK ALL .....

- Students are unaware of the regulations
- Candidates fail to allow sufficient time to produce the work
- Greater pressures are on students to succeed
- Lack of skill in using source material and/or acknowledging the use of material
- Greater availability of information on the internet and ease with which this can be copied
- Students fail to keep accurate records of web pages accessed
- The idea of a quick solution or short cut appeals to some, particularly if the task is not interesting
- Candidates plagiarise work of fellow students because they think they will not be monitored.

## WHAT IS PLAGIARISM?

There are many 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.



**You will commit plagiarism if you:**

- ***“Fail to acknowledge sources properly, and/or***
- ***Submit another person's work as if it were your own.”***



# COURSEWORK/NEA/SPEAKING EXAMS



Follow this general guidance to avoid malpractice in your coursework.

- Listen to your teacher: they will tell you what you can do, what level of security applies, for how long, when and where.
- Each subject has its own rules so listen carefully.
- Only submit work that is your own.
- Never lend your work to anyone. You can get in trouble if they copy you, even if you didn't know they had or intended to.
- Make sure you know how to reference other people's work. If you want to quote someone or use someone else's words, make sure you show or reference where the quote has come from, otherwise it could be seen as plagiarism. Check with your teachers which referencing or citation style you should use. The key is to be consistent.
- Type or hand-write your own work for submission. If you need help to do this, make sure you acknowledge that someone else has helped you.
- If you have had help, then declare it! Be true to yourself on your declaration sheet, as once signed, any issues will be reported to the exam board.

If you are unsure about any of these points, speak to your teachers.

LISTEN TO TEACHER  
CAREFULLY



## IN THE EXAM ROOM

JCQ (who set our rules and regulations) has very clear instructions on what you can take into an exam room and how you should behave under exam conditions.

We will report any candidate whose behaviour contravenes these rules!

**NONE of the following can be brought into the examination room:**

|                                               |                  |
|-----------------------------------------------|------------------|
| PHONES                                        | DICTIONARIES*    |
| WATCHES (of any kind)                         | BOOKS*           |
| PENCIL CASES (which are not see-through)      | BAGS* & COATS    |
| BOXES OF INSTRUMENTS bearing data/information | SWEETS OR FOOD*  |
| CORRECTING FLUID such as Tippex               | CALCULATOR CASES |
| * unless a unit requirement or pre-arranged   |                  |

Publications such as 'pass notes' or 'study guides' are NOT permitted as well as files, folders, dossiers, scrapbooks, and other information that you have compiled during your course unless specified as a unit requirement.



## **NO IPODS / MOBILE PHONE / MP3/4 PLAYERS / WATCHES / POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile phone (even if the battery is removed) is a serious offence and could result in DISQUALIFICATION from your examination and your overall qualification.**

**A realistic outcome to breaking these rules will be a loss of your qualification; we will report you to JCQ and you will be penalised.**

## **SOCIAL MEDIA & ONLINE NETWORKING GROUPS**

Social media and online forums can be helpful for revision, exam preparation and connecting with teachers and subject experts. We encourage you to use these online tools, but remember that all exam boards monitor social media sites and online forums for malpractice.



There are rules and boundaries on what you can share about your exams online. They're followed by all exam boards. Take care when talking about exams on social networking sites including Facebook and Twitter, as well as group chat apps such as WhatsApp.

Examples of social media activities that could lead to a malpractice investigation include:

- posting your written work online before an exam or assessment
- allowing others to help produce your work, or helping others with theirs
- sharing information if you've sat your exam earlier than other students
- passing on rumours from others about exam content
- accepting exam-related information without reporting it to the exam board

## **PENALTIES THAT AWARDING BODIES APPLY INCLUDE:**

- A written warning;
- The loss of marks for a section, component or unit;
- Disqualification from a unit, all units or qualifications; or
- A ban from taking assessments or exams for a set period of time.

# Results Day...



Make sure that your exams count, so that you can enjoy your achievements with pride.

## Places of reference:

[www.jcq.org.uk](http://www.jcq.org.uk) for general regulations (including malpractice) and information

**RM Unify** / 'SHSB Exam Documents' Tile / SHSB Guides / Malpractice-A student guide

See RM Unify / SHSB Exam Documents for all exam information: student guides/parental information/course data/ JCQ regulations & timetables