

This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC

Notice to Centres

Responsibility of heads of centre to report malpractice

The JCQ would like to take this opportunity to remind heads of centres that they have a responsibility, under the regulators' *GCSE, GCE and AEA Code of Practice* to report to the relevant awarding body any suspected cases of malpractice involving candidates, teachers, invigilators or other administrative staff (*Code of Practice*, Section 8, page 43).

This responsibility is set out in detail in the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures*, which states:

Heads of centres must report to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice. The only exception to this is malpractice discovered in coursework before the authentication forms have been signed by the candidate.

The form JCQ/M1 published within the above-mentioned JCQ publication may be used to report incidents.

This document details the procedures to be followed when malpractice is suspected, lists examples of malpractice and the penalties for infringements of examination regulations.

It goes on to state that failing to report an instance of suspected malpractice in examinations or assessments to the appropriate awarding body as soon as possible after such an instance occurs or is discovered is, itself, malpractice.

Awarding bodies appreciate the cooperation of all centres in reporting suspected malpractice. This cooperation is essential in guaranteeing the fairness of the public examinations system for all.

The above JCQ publication can be downloaded from the JCQ website at:

www.jcq.org.uk/exams_office/malpractice/