



## Guidance for teachers

### Preventing malpractice in internal assessments

#### Introduction

The purpose of this guidance is to support teachers when preparing for and conducting internal assessments.

Many WJEC/WJEC Eduqas qualifications include non-examination assessments (NEA) as well as timetabled exams. Non-examination assessments may be internally marked by teachers and externally moderated by WJEC or alternatively they may be marked by WJEC.

Non-examination assessments can include coursework, controlled assessments and portfolios.

#### Finding the guidance you need

Instructions and guidance for teachers on conducting non-examination assessments are available in WJEC specifications and guidance documents as well as JCQ instructions and notices. The following section will guide you to the relevant documents for each type of qualification.

#### WJEC/Eduqas GCSE, AS and A Levels

When setting NEA tasks, conducting and marking the assessment, teachers must follow the requirements in the qualification specification and related documentation in addition to the [JCQ Instructions for conducting non-examination assessments](#)

#### WJEC Extended Project and Entry Level Certificates (component 3)

When setting tasks, conducting and marking the assessment, teachers must follow the requirements in the qualification specification and related documentation in addition to the [JCQ Instructions for conducting coursework](#).

#### WJEC Level 1 and Level 2 Vocational/Technical Awards, Level 3 Applied Certificates and Diplomas, Entry Level Certificate (component 2), Welsh Baccalaureate Skills Challenge Certificate

When setting tasks, conducting and marking the assessment, teachers must follow the requirements in the qualification specification and related documentation in addition to [WJEC's Instructions for conducting controlled assessments](#).

## [Foundation Diploma in Art and Design, Essential Skills Wales, Entry Pathways, Language Pathways, Cymraeg Gwaith.](#)

When setting tasks, conducting and marking the assessment, teachers must follow the requirements in the qualification specification and related documentation.

All our specifications and related documentation are available on our [WJEC](#) and [EduGas](#) qualification webpages.

### **Avoiding maladministration and malpractice**

All students must be given a fair opportunity when completing their NEA and be neither advantaged nor disadvantaged compared to other students. To ensure fairness, it is important that the instructions and guidance are followed consistently and that students know what is expected of them. Non-compliance may be investigated as maladministration or malpractice. To ensure fairness and prevent malpractice, teachers must:

- maintain the confidentiality of live assessment materials
- keep students' work secure and confidential
- be careful in not providing guidance and support above that allowed in the specification – teachers must not produce work for a student or improve a student's work. Students must not be provided with model answers or writing frames specific to the task (such as outlines, paragraph headings or section headings)
- not assist students when conducting oral exams by whispering support or answers
- ensure that students do not use unauthorised materials when undertaking the assessment
- warn students about plagiarism and that the work the students produce for assessments must be their own
- be aware of and comply with the correct controls when students are taking their assessment, such as supervision requirements, the time allowance, whether students can work together on tasks or whether they must work individually
- ensure all students complete the authentication form after completing the work and that the form is countersigned by the teacher
- report cases of suspected or actual student malpractice

The NEA requirements between different types of qualifications and different subjects vary and therefore following the guidance in the relevant specification and related instructions is key to preventing malpractice.

To support teachers in making objective assessment decisions, we have created a presentation: 'Objectivity in assessing learner performance'. This can be accessed via the WJEC Portal or using the following link: <https://sway.office.com/JHHp7WsZY8PHgAzX?ref=Link&loc=mysways>.

JCQ has published useful [information](#) for teachers and students on the use of Artificial Intelligence (AI) in assessments.