# JCQ Forms M1

**JCQ/M1**



**Suspected candidate malpractice**

**Confidential**

This form is to be used by centres to report instances of suspected candidate malpractice.

For guidance on how to complete this form please **see page 7**.

**Awarding body**

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**Date of incident** **Time (AM/PM session)**

|  |  |
| --- | --- |
|  |  |

**Centre number** **Centre name and address**

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| --- | --- | --- | --- |
| **Head of centre’s e-mail address** | | | **Head of centre’s telephone number** |
|  | | |  |
|  | | |
|  |  |  |

**Candidate number(s) Candidate name(s)**

|  |  |
| --- | --- |
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**Examination/Assessment details**

|  |  |
| --- | --- |
| **Qualification**  **or specification code** | **Qualification or specification title** |
|  |  |
| **Component/unit code/batch number** | **Component/unit title** |
|  |  |

**Name(s) of invigilator(s)/assessment personnel or other witness/witnesses**

|  |  |
| --- | --- |
| **Name** | **Role** |
|  |  |
|  |  |
|  |  |

**Complete Sections A, B, C and D as indicated.**

**Section A (All qualifications)**

**Describe the nature of the suspected candidate malpractice including details as to how it was discovered, by whom and when.**

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**Section B (Vocational qualifications only)**

**Describe how the candidates were made aware of the examination or assessment regulations.**

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**Section C**

**(All general qualifications and other qualifications if applicable)**

**Examinations**

|  |  |  |  |
| --- | --- | --- | --- |
| Was the *Warning to Candidates* displayed outside the examination room? (either by means of a projector or in hard copy paper format) |  | YES |  |
|  | NO |  |
|  |  |  |  |
| Had the candidate(s) been issued with a copy of the  *Information for candidates*? (either electronically or a paper version) |  | YES |  |
|  | NO |  |
|  |  |  |  |
| Were candidates reminded of examination regulations at the beginning of this particular examination? |  | YES |  |
|  | NO |  |
|  |  |  |  |

**Coursework / non-examination assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| Had the candidate(s) been issued with a declaration of authentication? |  | YES |  |
|  | NO |  |
|  |  |  |  |
| Had the candidate(s) signed the declaration of authentication stating that all work completed was the candidate’s own? |  | YES |  |
|  | NO |  |
|  |  |  |  |
| Was the *Information for candidates* issued to the candidate(s) prior to signing the declaration of authentication? |  | YES |  |
|  | NO |  |

**Section D (All qualifications)**

|  |  |  |  |
| --- | --- | --- | --- |
| If the incident involves disruptive behaviour, did the candidate’s behaviour cause disturbance to other candidates? |  | YES |  |
|  | NO |  |
|  |  |  |  |
| If the answer to the above question is yes and you wish to request special consideration for other candidates, please submit an application for special consideration in the normal way. | | | |
|  |
| If the incident involves the introduction of unauthorised material, is the unauthorised material enclosed? |  | YES |  |
|  | NO |  |
|  |  |  |  |
| If the answer to the above question is no, please give details below of the nature of the unauthorised material. | | | |
|  | | | | |

If the case involves plagiarism please provide full details (i.e. title, author, edition, website, etc.) of the material plagiarised and include copies if possible.

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If there are any other details you feel are relevant to this allegation, including mitigating circumstances, please give further information below.

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**Supporting evidence**

Please indicate below the supporting evidence submitted with this report. All relevant information and materials **must** be submitted at this time. Evidence submitted subsequently may not be considered.

**If submitting this form by e-mail, please ensure that all supporting documents are scanned and attached (preferably as PDF documents) to the same e-mail.**

|  |  |
| --- | --- |
| **Evidence submitted with this form** |  |
| Statement(s) from invigilator(s) |  |
| Statement from teacher/tutor/head of subject/assessor/internal verifier |  |
| Statement from examinations officer |  |
| Statement(s) from candidate(s) |  |
| Statement from employer |  |
| Seating plan of examination room |  |
| Unauthorised material removed from the candidate(s) |  |
| Copies of sources of plagiarised material |  |
| Assessment and Internal Verification or Moderation records |  |
| Other (please give details) |  |

If statement(s) from the candidate(s) is/are not enclosed, please put a cross in this box to

indicate that the candidate(s) has/have been given the opportunity to make a statement, but

has/have chosen not to do so.

**To be completed by the head of centre**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**  **(please print)** |  | **Tel No.** |  |
| **Signature\*** |  | **Date** |  |

\* Submission by e-mail from the centre’s registered e-mail address will be accepted in place of a signature.

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| **NOTES ON THE COMPLETION OF FORM JCQ/M1** |

This form **must** be used by the head of the centre to notify the appropriate awarding body of an instance of suspected candidate malpractice in the conduct of examinations or assessments. It can also be used to provide a report on investigations into instances of suspected malpractice.

**In order to prevent the issue of erroneous results and certificates, it is essential that the awarding body concerned is notified immediately of instances of suspected candidate malpractice.**

Full details of the procedures which **must** be followed when investigating cases of suspected malpractice can be found in the JCQ publication: *Suspected Malpractice in Examinations and Assessments: Policies and Procedures* - <http://www.jcq.org.uk/exams-office/malpractice>

Reports on investigations from centres **must** include:

* a detailed account of the circumstances surrounding the suspected candidate malpractice including, in the case of disruptive behaviour, an indication as to whether the behaviour continued after warnings were given, and whether the candidate was removed from the examination room/assessment situation or not;
* the procedures for advising candidates of the regulations concerning the conduct of examinations and/or assessments;
* a report of any investigation carried out subsequently by the centre;
* signed and dated statements from the staff concerned (e.g. invigilators, assessors, teachers, tutors, etc.) on the centre’s official letterheaded paper;
* signed and dated statements from the candidate(s) concerned or a clear indication that they have been given the opportunity to make a statement; (In circumstances which make it inappropriate to interview the candidate, the centre should discuss the case in confidence with the awarding body.)
* seating plans of the examination room (if appropriate).

This form is intended to be used as the basis for the report.

If the first four pages of the form are printed on A3 paper, and backed, it can be used as a coversheet for supporting documentation.

**This form may be submitted either by post or by e-mail. Submission by e-mail from the centre’s registered e-mail address will be accepted in place of a signature.   
When submitting the form by e-mail, all supporting documents should be scanned and attached (preferably as PDF documents) to the same e-mail, and the originals retained within the centre. Reports which require the inclusion of lengthy documents or candidate work should be sent by post. Centres must not submit the same report by both methods.**

The awarding body concerned will acknowledge receipt of this form.

**The form and supporting documentation must be sent to:**

|  |  |
| --- | --- |
| **AQA** |  |
| Irregularities/Malpractice  AQA  Devas Street  Manchester M15 6EX  [irregularities@aqa.org.uk](mailto:irregularities@aqa.org.uk) |  |
| **CCEA** |  |
| Irregularities/Malpractice  29 Clarendon Road  Belfast BT1 3BG  [malpractice@ccea.org.uk](mailto:malpractice@ccea.org.uk) |  |
| **City & Guilds** |  |
| Investigation and Compliance  5-6 Giltspur Street  London EC1A 9DD  [investigationandcompliance@cityandguilds.com](mailto:investigationandcompliance@cityandguilds.com) |  |
| **NCFE**  Customer Compliance & Investigations Team  Q6, Quorum Business Park  Benton Lane  Newcastle Upon Tyne NE12 8BT  [CustomerCompliance@NCFE.org.uk](mailto:CustomerCompliance@NCFE.org.uk) |  |
| **OCR** |  |
| **Vocational Qualifications**  Compliance Team  Progress House  Westwood Way  Coventry CV4 8JQ  [malpractice@ocr.org.uk](mailto:malpractice@ocr.org.uk) | **General Qualifications**  Compliance Team  The Triangle Building  Shaftesbury Road  Cambridge  CB2 8EA  [malpractice@ocr.org.uk](mailto:malpractice@ocr.org.uk) |
| **Pearson** |  |
| Investigations Team  80 Strand  London WC2R 0RL  [pqsmalpractice@pearson.com](mailto:pqsmalpractice@pearson.com) | **Candidate Malpractice** Investigations Processing Team Lowton House, Lowton Way Hellaby Business Park Rotherham S66 8SS |

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| --- | --- |
| **WJEC** |  |
| Compliance Team  245 Western Avenue  Cardiff CF5 2YX  [malpractice@wjec.co.uk](mailto:malpractice@wjec.co.uk) |  |



**Report of suspected candidate malpractice**

This checklist is intended to assist centres when completing a report of suspected candidate malpractice.

**It is the responsibility of the head of centre to ensure that these requirements have been met.**

Reference is made to the requirements detailed in the JCQ document:

*Suspected Malpractice in Examinations and Assessments – Policies and Procedures*

<http://www.jcq.org.uk/exams-office/malpractice>

**Please indicate by putting a cross in the appropriate box for the following points:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Yes | No |
| 1. | The candidate(s) has/have been informed of their individual responsibilities and rights **(section 2.5)**. |  |  |
| 2. | A candidate or candidates accused of malpractice: |  |  |
|  | * has/have been informed (preferably in writing) of the allegation made against him or her; |  |  |
|  | * has/have been advised that a copy of the JCQ *publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures* can be found on the JCQ website; |  |  |
|  | * know(s) what evidence there is to support the allegation; |  |  |
|  | * know(s) the possible consequences should malpractice be proven; |  |  |
|  | * has/have had the opportunity to consider their response to the allegations (if required); |  |  |
|  | * has/have had an opportunity to submit a written statement; |  |  |
|  | * has/have had an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required); |  |  |
|  | * has/have been informed of the applicable appeals procedure should a   decision be made against him or her; |  |  |
|  | * has/have been informed of the possibility that information relating to a serious case of malpractice may be shared with other awarding   bodies, the regulators and other appropriate authorities. |  |  |