

**JCQ/M2**

**Notification of suspected malpractice/maladministration**

**involving centre staff**

**Confidential**

This form is to be used by a head of centre **before** an investigation commences to notify an awarding body of an instance of alleged, suspected or actual malpractice or maladministration. **It must be completed and submitted to the appropriate awarding body immediately a suspicion is raised or an allegation received.**

**Awarding body**

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

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

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| **Name of head of centre** |
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**Date incident** **was reported to centre management**

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**Name(s) of centre staff involved Position**

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**Details of examinations/assessments involved**

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| **Qualification, unit or specification code**  | **Qualification, unit or specification title** |
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**Date and time of incident**

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

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**Could the candidates have been unfairly advantaged or disadvantaged by the suspected malpractice/maladministration? If so, please give details.**

**Describe the steps the centre management propose to take to gather evidence relating to this matter.**

**Individual proposed to gather evidence**

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| Name: |       |
| Role within centre/organisation:  |       |
| Reason why suitable to gather evidence (e.g. experienced senior leader):  |       |

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| Have you and the individual proposed to gather evidence read the JCQ guidance on conflicts of interest and personal interest at sections 2.5 and 6.3 and Appendix 3 within the JCQ Suspected Malpractice Policies and Procedures?  | YES[ ]  | NO[ ]  |
| Does the individual proposed to gather evidence have any known conflicts of interest or personal interest in the outcome of the investigation?  | YES[ ]  | NO[ ]  |

**Name and position:**

**Signed:**

**Date:**

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

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| **AQA** |  |
| Irregularities/MalpracticeAQADevas StreetManchester M15 6EXirregularities@aqa.org.uk |  |
| **CCEA** |  |
| Irregularities/Malpractice29 Clarendon RoadBelfast BT1 3BGmalpractice@ccea.org.uk |  |
| **City & Guilds** |  |
| Investigation and Compliance5-6 Giltspur StreetLondon EC1A 9DDinvestigationandcompliance@cityandguilds.com |  |
| **NCFE**Customer Compliance & Investigations TeamQ6, Quorum Business ParkBenton LaneNewcastle Upon Tyne NE12 8BTCustomerCompliance@NCFE.org.uk |  |
| **OCR** |  |
| **Vocational Qualifications**Compliance TeamProgress House Westwood WayCoventry CV4 8JQmalpractice@ocr.org.uk | **General Qualifications**Compliance TeamThe Triangle BuildingShaftesbury RoadCambridgeCB2 8EAmalpractice@ocr.org.uk |
| **Pearson** |  |
| Investigations Team80 StrandLondon WC2R 0RLpqsmalpractice@pearson.com | **Candidate Malpractice**Investigations Processing TeamLowton House, Lowton WayHellaby Business ParkRotherham S66 8SS |

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| **WJEC** |  |
| Compliance Team 245 Western AvenueCardiff CF5 2YXmalpractice@wjec.co.uk |  |