

**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** |
|  |  |

**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/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) |  |