

King Henry VIII School Malpractice Policy 2020-21

1. The school will adhere to the 'Suspected Malpractice Policies and Procedures for 1 September 2020 to 31 August 2021' published by JCQ in 2020 ('the 2020 JCQ policy').
2. The Head of Centre for qualifications awarded in 2020-2021 is the Headteacher, Mr Philip Dearden.
3. The School recognises that in the context of qualifications awarded in Summer 2021, the nature of malpractice will differ from the examples set out in Appendix 2 of the 2020 JCQ policy. The School will apply the principles, rules and guidance set out in the 2020 JCQ policy as applicable to the types of malpractice that might occur in the context of the Summer 2021 exams.
4. The School will be alert to the types of malpractice identified in the JCQ guidance on the determination of grades of A/AS Levels and GCSEs for Summer 2021 published in March 2021 ('the JCQ guidance 2021'). This includes, but is not limited to:

Pupil malpractice:

- Pupils attempting to influence their teachers' judgments about their grades, either themselves or through individuals such as parents or carers acting on behalf of the pupil.
- Pupils attempting to gain an unfair advantage during the School's process of gathering assessment evidence by submitting work that is fabricated, plagiarised or copied, including coursework or NEA evidence.
- Pupils who sign a declaration that work submitted for assessment evidence is their own, knowing this to be false or partly false.
- Pupils who breach the School's conditions or rules applicable to the completion of assessments carried out under a high level of control, for example the Key Assessment Tasks.

Centre/Centre staff malpractice

- Exam entries are created for pupils who had not studied the course of entry or had not intended to enter for June 2021.
- Grades are created for pupils who have not been taught sufficient content to provide the basis for that grade.
- A teacher and/or a department deliberately and inappropriately disregards the centre's published policy when determining grades.
- A teacher fabricates evidence of candidate performance to support an inflated grade.
- A teacher deliberately provides inappropriate levels of support before or during an assessment, including deliberate disclosure or identification of relevant mark schemes and assessment materials, where this is not department or school policy, to support an inflated grade.
- A teacher intentionally submits inflated grades.
- There is a failure to retain evidence used in the determination of grades in accordance with the JCQ Grading guidance.
- There is a systemic failure to follow the centre's policy in relation to the application of Access Arrangements or Special Consideration arrangements for students in relation to assessments used to determine grades.

- There is a failure to take reasonable steps to authenticate student work.
- There is a failure to appropriately manage Conflicts of Interest within a centre.
- The Head of Centre fails to submit the required declaration when submitting pupil grades.
- Grades are released to students (or their parents/carers) before the issue of results.

5. Where credible allegations of malpractice are suspected, received or discovered the School will investigate the allegations and, if satisfied that there is evidence of malpractice, will report the allegations to the appropriate awarding organisation using the relevant JCQ forms, namely M1 (pupils) or M2 (centre/staff).

6. Where further advice or guidance is needed, the School will contact the appropriate awarding organisation via the contact information detailed at the end of the 2020 JCQ policy.