

Managing Behaviour Policy (Exams) 2024/25

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Next policy review date: November 2025

This policy is reviewed and updated annually to ensure that candidate behaviour in the examination room at Ormiston Forge Academy is managed in accordance with current requirements and regulations.

GR refers to General Regulations for Approved Centres

ICE refers to Instructions for Conducting Examinations

SMPP refers to Suspected Malpractice: Policies and Procedures

Purpose of the policy

The purpose of this policy is to confirm that candidate behaviour in the examination room at Ormiston Forge Academy is managed in line with JCQ regulations.

Briefing candidates

To ensure candidates are aware of the standard of behaviour that is required in the examination room, Ormiston Forge Academy will:

- Ensure the JCQ Information for candidates (coursework, non-examination assessments, on-screen tests, privacy notice, social media and written examinations) is distributed to all candidates whether electronically or in hard copy format prior to assessments and/or examinations taking place
- Ensure candidates are also made aware of the content of the JCQ Unauthorised Items and Warning to candidate's posters
- Prior to assessments and/or examinations taking place, ensure candidates are briefed on what they must and must not do when sitting written examinations and/or on-screen tests, and when producing coursework and/or non-examination assessments

At Ormiston Forge Academy candidates are made aware of JCQ information followed up by an assembly led by the head of year and relevant senior leaders prior to the main exam season.

Candidate malpractice

- Inappropriate behaviour by a candidate in the examination room is deemed 'candidate malpractice'
- 'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper
- 'Malpractice', means any act, default or practice which is a breach of the Regulations
- Failure by a centre to notify, investigate and report to an awarding body all allegations of malpractice or suspected malpractice constitutes malpractice in itself
- Suspected malpractice means all alleged or suspected incidents of malpractice

Examples of inappropriate behaviour/actions that constitute 'candidate malpractice' are provided in the final section of this policy.

Instructions for conducting examinations – Malpractice in the examination room

The following requirements are applied at Ormiston Forge Academy:

- Where a candidate is being disruptive, the invigilator must warn the candidate that they may be removed from the examination room. The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification
- The head of centre must report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination
- Form JCQ/M1 – Report of suspected candidate malpractice must be completed
- The head of centre has the authority to remove a candidate from the examination room but should only do so if the candidate would disrupt others by remaining in the room
- Where candidates commit malpractice, the awarding body may decide to penalise them, which could include disqualification. Candidates should be warned of the possible penalties an awarding body may apply as detailed in the JCQ publication Suspected Malpractice: Policies and Procedures

Roles and Responsibilities

The role of the invigilator

- Be vigilant and remain aware of incidents or emerging situations, looking out for malpractice
- Warn a disruptive candidate that they may be removed from the examination room
- Record what has happened and actions taken on the exam room incident log

The role of the exams officer

- Ensure that the JCQ Information for candidate's documents are distributed to all candidates prior to assessments and/or examinations taking place and that candidates are also made aware of the content of the **JCQ Unauthorised items** and **Warning to candidate's posters**
- Ensure the JCQ Unauthorised items and Warning to candidate's posters are displayed in a prominent place for all candidates to see prior to entering the examination room
- Where a candidate is being disruptive in the examination room, warn the candidate that the awarding body will be informed and may decide to penalise them, which could include disqualification

The role of the head of centre

- Where a candidate is seriously disrupting others, makes the decision to remove the candidate from the examination room
- Report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination by completing form JCQ/M1

The role of the senior leader

- Ensure support is provided for the exams officer and invigilators when dealing with disruptive candidates in examination rooms
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

Examples of ‘candidate malpractice’

Introduction of unauthorised material into the examination room

- Own blank paper used for rough work/final answers
- Calculators, dictionaries (when prohibited) – used or attempted to use
- Bringing into the examination room notes or prohibited annotations
- Unauthorised notes, study guides and personal organisers
- Mobile phone or similar electronic devices – iPod, MP3/4 player, memory sticks, smartphone, smartwatch, airpods, earphones and headphones

Not in candidate’s possession but make a noise in the exam room

In the candidate’s possession but no evidence of being used by the candidate

In the candidate’s possession and evidence of being used by the candidate

- Watches – in candidate’s possession

Breaches of examination conditions

A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations

- Minor non-compliance: eg sitting in a non-designated seat; continuing to write for a short period after being told to stop
- Major non-compliance: eg refusing to move to a designated seat, significant amount of writing after being told to stop
- Related non-compliance

Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations

- Removing script from examination room but with no proof that the script is safe; taking home materials
- Deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired

Disruptive behaviour in the examination room or assessment session (including use of offensive language)

- Minor disruption lasting a short time, calling out, causing noise, turning around
- Repeated or prolonged disruption; unacceptably rude remarks; being removed from the examination room; taking another’s possessions
- Warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property

Exchange, obtaining, receiving, or passing on information which could be examination related (or the attempt to)

Verbal communication

- Isolated incidents of talking before the start of the examination or after papers have been collected
- Talking/whispering during the examination

Communication

- Passing/receiving written communications between candidates/swapping scripts

Offences relating to the content of candidates' work

The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios

- Isolated words or drawings, offensive, inappropriate approaches or responses
- Offensive comments or obscenities aimed at a member of staff, examiner or religious group, homophobic, transphobic, racist or sexist remarks or lewd drawings