

# Circular S/IF/27/19

April 2019

To: The Principals of Post-primary Schools and Directors of Further and Higher Education Colleges

For circulation to: The Examinations Officer

## Launch of Compliance and Malpractice Learning Resource

CCEA wish to announce the launch of their new online Compliance and Malpractice learning resource for Heads of Centres.

Heads of Centres are reminded that they are responsible for making sure that their centres comply with the rules and regulations on examinations and assessments. This resource aims to support your knowledge of Compliance and Malpractice, and to act as a reminder of your responsibilities as Head of Centre to ensure good practice in your centre. It highlights some of the key areas you should consider to avoid non-compliance in your school.

The areas include: Breach of security, deception, improper assistance, failure to co-operate, maladministration, candidate malpractice.

This resource should be used in conjunction with the current Joint Council for Qualifications (JCQ) document '*Suspected malpractice in examinations and assessments: policies and procedures*' available at [www.jcq.org.uk](http://www.jcq.org.uk)

You should also read all JCQ and CCEA instructions and regulations that relate to your area of responsibility in your centre. All JCQ regulations and instructions are updated annually, so make sure you are familiar with any recent changes made.

The course may be accessed using a C2k email account through the following link:

<https://training.ccea.org.uk/course/view.php?id=127>

If you do not have a C2k email account, please email Edith Finlay (Compliance Manager for Examinations and Assessment) [efinlay@ccea.org.uk](mailto:efinlay@ccea.org.uk) to find out how to access this learning resource.



CCEA have also created a series of three documents to provide guidance and support to help prevent malpractice while delivering or taking CCEA qualifications. They explain what malpractice is and help everyone to stay within the rules for examinations, controlled assessment and coursework. The guidance documents are designed for candidates, parents/guardians and centre staff.

They can be accessed at the link below.

[http://ccea.org.uk/qualifications/adminhelp/compliance\\_and\\_malpractice](http://ccea.org.uk/qualifications/adminhelp/compliance_and_malpractice)

These documents should be read along with the Joint Council for Qualifications (JCQ) advice and guidance documents, which are available at [www.jcq.org.uk](http://www.jcq.org.uk).

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If you have any queries regarding the content of this circular please contact:

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