

Circular S/IF/35/17

May 2017

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

For circulation to: Examinations Officers and Heads of Departments

JCQ Malpractice guidelines reminder

Reporting Malpractice

Heads of Centres are reminded that the Joint Council for Qualifications [JCQ] *Suspected Malpractice in Examinations and Assessments Policies and Procedures* require the Head of Centre to 'notify the appropriate awarding body at the earliest opportunity of all alleged, suspected or actual incidents of malpractice' (ref 2.5) as indicated in these 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 (p3).

Information on JCQ malpractice requirements is available at <http://www.jcq.org.uk/exams-office/malpractice>

All centre notifications should be forwarded to malpractice@ccea.org.uk

Making staff aware of JCQ guidelines

During the examination timetable, staff should be made aware of the JCQ *Instructions for Conducting Examinations* guidance and associated documents <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

Instructions and teacher guidance for conducting controlled assessments, non-exam assessment and coursework, updated for each academic year, can be found at:

<http://www.jcq.org.uk/exams-office/controlled-assessments>

<http://www.jcq.org.uk/exams-office/non-examination-assessments>

<http://www.jcq.org.uk/exams-office/coursework>

Preventing student malpractice

Centres should ensure candidates are aware of what constitutes malpractice and have the opportunity to read the JCQ guidance, including the *Information for candidates: Guidelines when referring to examinations/assessments through the internet* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates---social-media>

Further JCQ guidance for candidates is available at <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>.

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

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