

# GCSE Examinations Summer 2022

## Moving Image Arts

---

### Instructions to Teachers

### Teacher Assessed Components



## Contents

	Page
Introduction	1
Assessing Work and Recording Marks	1
Selecting Samples for Moderation and Collection of Candidate's Work	4
Moderation of Controlled Assessment	7
Special Consideration Requests	8
Return of work to centres	8
Centre Consortium Arrangements (CCA)	9
Enquiry about Results	9
Appendix 1 Internal Standardisation – Guidelines to Teachers	10
Appendix 2 JCQ Forms JCQ/M1	11
Appendix 3 Contacts for Further Information	20
Appendix 4 Application for Special Consideration (SPC)	21



## 1 Introduction

**1.1** This document should be read in conjunction with the *Joint Council for Qualifications Instructions for Conducting Controlled Assessments* applicable from 1 September 2021 to 31 August 2022. Copies of these instructions were issued to centres in September 2021 and can be downloaded from [www.jcq.org.uk](http://www.jcq.org.uk) or [www.ccea.org.uk](http://www.ccea.org.uk) websites.

**1.2** Moderation of internally assessed work will be by centre. Centres will be asked to submit the marked work of a number of candidates, chosen from the centre as a whole, to represent the standards of marking. Adjustments, if needed, will apply to all of the candidates in a centre and not to individual teaching groups.

## 2 Assessing Work and Recording Marks

### 2.1 *Assessing Work*

Teachers must assess their candidates' work against the marking criteria set out in the specification, making use of any additional exemplar material or guidance issued by the Council. When assessing work, teachers must show clearly how the marks have been awarded in relation to these criteria and record these comments on the eCandidate Record Sheet.

Teachers must ensure that the candidates have adhered to guidelines on word and film duration limits.

### 2.2 *Annotation*

Annotation must be recorded on the eCandidate Record Sheet.

Annotation should be clear, unambiguous and appropriate to the nature of the work.

Annotation comments should assist the moderator in checking the application of the marking criteria to the work.

Annotation can be used to convey positive achievement of the candidate which may not be evident to a moderator from the product. It can also be used to provide details of any assistance given to the candidate, and an explanation of how this informed the mark awarded. This is particularly important when a candidate has been given individual assistance beyond that of the teaching group as a whole.

Any work that has not been adequately annotated may be returned to the centre for further annotation. This may delay the moderation process.

### 2.3 *Collection of Internally Assessed Work*

**Internally assessed work must be ready for collection from centres on 3rd May 2022.** All sample work should be submitted on a USB drive (see paragraph 3.3) and should be accompanied by completed and signed copyright and data protection forms for each sampled candidate (see paragraph 2.8).

## 2.4 *eCandidate Record Sheets*

Centres must submit their marks for internal assessment using an eCandidate Record Sheet (eCRS).

This is a method of recording and submitting marks directly to CCEA by computer using a secure login.

### **eCRS Access & Support**

The eCRS link is available on the E-Moderation area of the main CCEA website.

The eCRS Quick Guide and user manual are also downloadable from this area.

### **A Note for Consortium Centres:**

All lead consortium centres (i.e. centres where the MIA course is being taught to candidates from other centres) must register their consortium arrangements for Moving Image Arts with CCEA as soon as possible (see Section 7). The lead centre in a consortium is responsible for the administration and submission of all candidate marks using the eCandidate Record Sheet, including marks for candidates from the other consortium sub-centres.

Registering consortium arrangements with CCEA is an annual requirement.

**Please note that no consortium sub-centres will appear in the lead centre's eCandidate Record Sheet drop down list until the relevant consortium arrangements have been registered with CCEA.**

## 2.5 *Internal Standardisation*

**It is a requirement of all specifications that where there is more than one teaching group in a subject, internal standardisation of assessments is carried out before submitting final marks to the Council.** Time must be set aside in centres for the completion of internal standardisation. Teachers may use archive pieces of work returned from previous series and exemplar work used by the Council at Agreement Trials, to maintain and inform standards.

General guidelines on internal standardisation are included in this booklet as Appendix 1. Each designated teacher such as Head of Department or Subject Co-Ordinator should complete the Internal Standardisation section of the eCandidate Record Sheet to confirm that internal standardisation has been carried out. **This section must be completed even where there is only one teacher responsible for the subject.**

## 2.6 *Completion of eCandidate Record Sheets*

In order to leave sufficient time for marking, teachers should collect work from their candidates in advance of the date for submission of marks. **It is recommended that teachers receive candidates' work no later than one week before the submission of marks deadline.**

When completing the eCandidate Record Sheet, please ensure that the raw mark for each assignment is correctly entered.

The eCandidate Record Sheet system will allow teachers to save a backed up spreadsheet of marks to their own network folder and this is recommended.

All eCandidate Record Sheets can generate Authentication Statements which must be signed by both teacher and candidate to verify the work (see paragraph 2.7 below).

## 2.7 *Authentication of Candidates' Work and Copyright Consent Requirements*

### **Authentication**

Candidates may revise their work without teacher involvement before submitting their final piece.

Candidates must not copy published material and claim it as their own work. Candidates must provide detailed reference to material used from books, films, journals or the internet.

Teachers must take steps to ensure the work submitted is the candidate's own work and that the candidate signs the *Authentication Statement* generated by the eCandidate Record Sheet to confirm this. If the candidate cannot provide confirmation to authenticate the work, a mark of True Zero (0) must be recorded for that candidate.

The work submitted must be the work of the individual candidate. If fellow pupils have contributed at various stages to filming or performing, for example, this must have taken place under the direction of the candidate. **Please note that all camerawork must be conducted by the candidate.**

Teachers are also required to sign the *Authentication Statement* to confirm that the work was conducted under the conditions laid down in the specification and to authenticate the candidate's work. If a teacher has reservations about authenticating the work of an individual candidate because the candidate received additional assistance, acceptable within the specification but beyond that of the teaching group as a whole, then a mark which represents the candidate's unaided achievement should be awarded. Details of this must be recorded on the e-Candidate Record Sheet in the space provided. If a teacher is unable to sign the *Authentication Statement* then the candidate's work cannot be accepted for assessment and a mark of True Zero (0) must be recorded for that candidate. In such cases, if malpractice is suspected, the guidelines in paragraph 2.9 below must be followed.

**Centres must retain copies of the signed and completed hard-copies of candidates' Authentication Statements until three months after the end of the examination series.**

## 2.8 *Copyright and Consent Requirements*

The Council provides forms for signature which relate to copyright and consent. The purpose of these forms is to ensure that examples of work can be uploaded onto both the public and password protected sections of the microsite in order to celebrate candidate achievement and to exemplify levels of performance.

These forms include sections relating to the candidate's artistic copyright (as creator of the moving image art work), the performers' rights (i.e. all those who appear onscreen) and embedded third party music and visual copyright (such as soundtracks and use of copyrighted imagery). Parental consent must also be sought in cases where candidates and performers are under 18.

The forms are available for download from the Moving Image Arts area of the CCEA website. These must be printed off, completed and signed in hard copy.

**Please note that under no circumstances should teachers sign these forms on behalf of candidates, performers or parents.**

**Copyright and consent forms for all candidates submitting work for assessment must be completed, signed and retained on file by the centre until 3 months after the end of the examination series.** Work from candidates who were not included in the moderation sample may be used for exemplification in other circumstances (e.g. at the annual Moving Image Arts Awards showcase). The Council must be able to access original signed copyright and consent forms to be able to present work at support events such as these.

**Completed copyright and consent forms for all candidates who are included in the moderation sample (whether consent has been granted or not) must be submitted to the Council alongside their work by the deadline given (see paragraphs 2.3 and 3.2).**

**Please Note: These must be the original signed forms and not photocopied versions.** It is recommended that the centre retain copies of these forms on file as the originals will not be returned.

## ***2.9 Malpractice in Internally Assessed Work***

If dishonesty or malpractice in internally assessed work, such as copying, collusion or plagiarism, is discovered prior to the date for final entry, the matter should be resolved internally by the centre. If the candidate is subsequently entered, none of the work which contributed to the malpractice should be submitted.

If dishonesty or malpractice is discovered after final entries have been made, the centre's Examination Officer should be informed and the details reported to the Council using form *JCQ/M1 'Suspected Candidate Malpractice'* (see Appendix 2).

In the event of suspected dishonesty or malpractice being identified by a Moderator or other third party, it will be referred to the centre for investigation.

## ***2.10 Internal Appeals Procedure***

Centres are required to have internal appeals procedures relating to internal assessment decisions available and accessible to candidates.

## ***2.11 Completion and Submission of Controlled Assessment Marks to the Council***

**The deadline for submission of marks to CCEA by eCandidate Record Sheet is Tuesday 3rd May 2022.**

It is recommended that centres retain a back-up spreadsheet of marks submitted. The software can facilitate this.

# **3 Selecting Samples for Moderation and Collection of Candidate's work**

## ***3.1 Instructions for Drawing Samples***

On **6th April 2022** centres will receive specific instructions regarding the samples of work which must be submitted for moderation. It is essential that all the samples specified in the instructions are submitted.



Note that the sample of work submitted **must always include the top and bottom candidate** in a centre's rank order. The 'bottom' candidate is the candidate with the lowest **non-zero** mark allocated to **complete** work.

If the total number of candidates for a subject is 11 or less, the work of all candidates must be submitted unless otherwise directed.

### **3.2 Collection of Samples**

The Council will provide centres with a box of stationery including plastic envelopes, a sack for collection and cable ties.

Centres should use:

- one plastic Return of Controlled assessment envelope per unit (one for Component 2 and one for Component 3) for the submission of sample work on USB drive and for the return of completed (original) Copyright and Consent forms for all sampled candidates.

Preparation for the collection:

- the plastic Return of Controlled assessment envelope/s containing the USB drive/s with the samples of work and the completed Copyright and Consent forms should be labelled with the subject title (Moving Image Arts), subject level (GCSE), component title and centre number.
- the two plastic envelopes (one for each Component) should then be placed in the sack provided. This should be securely tied in preparation for collection.

**The Council will arrange to have the sack collected from centres by Parcelforce on 3rd May 2022.**

**Notes for Centres Outside Northern Ireland:** Parcelforce collections are only available in Northern Ireland. Centres from other areas of the UK must arrange a method of postage by recorded delivery to arrive in CCEA **by** 3rd May 2022.

### **3.3 Preparation of Candidate Work for Upload**

All samples of work must be submitted to the Council in a digital format as per the instructions below. This is the only format we can accept work in. We cannot accept physical work (i.e. printed work in A4 folders) nor can we accept DVDs.

#### **Candidate Tasks/Assignments**

**Written Work:** All written work must be submitted in PDF format (.pdf). Microsoft Word files (.doc) will not be accepted.

If the file contains photos or images (as is the requirement in Component 3), the PDF must be compressed to a **72 dpi** resolution. Instructions on how to do this can be found on the Moving Image Arts microsite.

**Film and Audio Work:** All film and soundtrack work must be submitted as a .MOV file. All film work must be compressed before submission with the **H.264 codec**. Instructions on how to do this can be found in on the Moving Image Arts microsite.

Listed below are the individual task/assignment files which each candidate should submit for each component.

These files must be named with the candidate number and the name of the task/assignment element as listed below.

The instructions for labelling files are as follows:

For the Component 2 Controlled Assessment tasks, candidates must submit the following files for assessment:

- **Task 1: Storyboarding** – 1 x .PDF file (0000\_task1.pdf);
- **Task 2: Camera and Editing** – 1 x .MOV file (0000\_task2.mov);
- **Task 3: Postproduction Sound** – 1 x .MOV file (soundtrack) & 1 x PDF file (screenshot of interface) (0000\_task3.mov & 0000\_task3.pdf); and
- **Task 4: Animation** – 1 x .MOV file (0000\_task4.mov).

For the Component 3 Controlled Assessment, candidates must submit the following files for assessment:

- **Research Analysis & Evaluation** – 1 x combined PDF file (0000\_researcheval.pdf); and
- **Pre Production Material** – 1 x combined PDF file (including, in the following order; Screenplay, Storyboard, Shotlist, Shooting Schedule & Director's Notebook) (0000\_preproduction.pdf); and
- **Film** – 1 x .MOV file (0000\_film.mov);

**Please Note:** Centre Numbers and Candidate Numbers should NOT be included within files either in the body of text/film or as headers/footers/titles within the work itself. This is to ensure anonymity of work so that it may potentially be used for exemplification purposes in Agreement Trials and other support events.

### **Submission of Work**

All tasks/assignments must be submitted as data files on a **USB Drive**.

All work for Component 2 should be submitted on one USB drive and all work for Component 3 should be submitted separately on a second USB drive.

**Component 2 and Component 3 work must be submitted on separate USB drives.**

The work on each component USB drive should be organised as follows:

#### **Candidate Folders:**

The task/assignment files should be stored in dedicated candidate folders. These should be labelled with the Centre and Candidate Number: i.e. 71000\_0000.

#### **School Folder:**

All candidate folders should then be saved into a school folder, which should be labelled with the centre number and school name: i.e. 71000\_School Name.

**USB Drive:**

The school folder should then be burnt/transferred onto the relevant USB drive.

This USB drive should be labelled with the Centre number, school name, subject name and Component number: i.e. 71000\_School Name\_MIA\_Component2 or 71000\_School Name\_MIA\_Component 3.

The USB drive containing the candidate work should then be placed in the relevant plastic Return of Coursework envelope as per the instructions in paragraph 3.2 above.

**Please Note:**

**Each Component USB drive should be submitted in a separate plastic envelope.**

**Please ensure that USB drives are protected with bubble wrap and/or padded envelopes for protection in transit.**

## **4 Moderation of Controlled assessment**

### ***4.1 Purpose of Moderation***

The purpose of moderation is to align the marking of internally assessed components in all centres with the Council standard.

### ***4.2 Moderator Access to Work***

For each centre, the Council will send the sample of work and secure eCandidate Record Sheet login to a Moderator. The Moderator will inspect the sample to check that it is a fair and reasonable sample of the work of the centre.

### ***4.3 Scrutiny of Samples***

The Moderator will then scrutinise the sample of the work submitted and will assess it against the criteria contained in the *Guidance on Internal Assessment* section in the specification and the standards established by the Principal Moderator. **The sample is taken to be representative of the marking standard at the centre.** Scrutiny of the sample will indicate if any adjustment is needed and will determine the nature and scale of that adjustment.

### ***4.4 Additional Samples of Work***

The Moderator may need to scrutinise additional samples of work if the sample does not reflect the full mark range within the centre. Arrangements for this will be made through the Council.

### ***4.5 Application of Tolerance***

When a Moderator reviews a centre's marking, it is not expected that there will be precise agreement. For each specification a tolerance value is calculated which represents the legitimate range of variation in judgement. If all samples reviewed by a Moderator lie within tolerance, the centre's mark will be accepted.

#### ***4.6 Resubmission of Marks***

**Where difficulties arise during moderation, for example if the order of merit cannot be accepted because of lack of internal standardisation, centres may be asked to review and revise the original assessments given to their candidates and to re-submit these to the Council.**

#### ***4.7 Adjustment to Marks***

Based on the review of the sample, the Moderator will determine if the centre's marks are acceptable or if an adjustment may be needed.

Decisions about the nature and scale of any adjustment are taken by the Principal Moderator and Assistant Principal Moderators at a meeting convened for that purpose.

Where an adjustment to a centre's marks is considered necessary, the adjustment will be made to align the centre's marks as closely as possible with the Moderator's marks.

If a centre disagrees with adjustments made during moderation, then re-moderation can be requested under the Enquiries about Results service. CCEA will retain samples of work until the end of September to facilitate any request for re-moderation.

#### ***4.8 Retention of internally assessed work in centre***

In accordance with the Council's *Qualifications Administration Handbook*, all work must be retained in the centre until three months after the end of the examination series.

#### ***4.9 Report on internal assessments***

Following the examination series, each centre will be sent the final moderated mark of each candidate.

Centres will receive a *TAC6* report on the work they submitted and some centres may wish to seek further advice and clarification from the Moderator. Initial contact must be made through the designated Council officer for that subject (see Appendix 3).

The *TAC6* report will be sent out in hard copy to each centre, but a digital copy will also be available.

The Principal Moderator's Report will be available on the Moving Image Arts microsite in the Autumn term. It is incorporated into the annual Chief Examiner's report.

### **5 Special Consideration Requests**

In cases where a special consideration request applies to the internally assessed component of the examination, please ensure that all applications for special consideration are submitted to CCEA via the online application (see Appendix 4 for further details).

### **6 Return of work to centres**

Samples of work on USB drive/s will be returned to centres after the Agreement Trial period in the Autumn term. If a centre requires specific work returned before this time, it can be requested from

the Council's Moderation section. This work will not be despatched until after 20th September. Some samples of work may be retained by the Council for training, research or archive purposes. In such cases the centre concerned will be informed.

## **7 Centre Consortium Arrangements (CCA)**

In cases where candidates from different centres have been taught and assessed together and wish to be treated as a consortium, a co-ordinator from one of the centres must be nominated. Application forms for consortium arrangements are no longer available on the JCQ website. JCQ now requires that all centres register their consortium arrangements through a new web portal that can be accessed via each centre's central login. Examinations Officers should be contacted for more information. **Centres must carry out internal standardisation across the consortium.** The moderation process will treat the consortium as a single group. If one centre applies for Enquiry about Results, the outcome of the review of moderation will apply to the candidates from all centres in the consortium.

## **8 Enquiry about Results**

Following the issue of results, centres who have had their marks adjusted during the moderation process can apply for a review of moderation. Details of this service are provided in the *Post Results Services summary document* on the Council website. In cases where a review of moderation reveals inaccurate moderation, subject grades already awarded can only be confirmed or raised. Marks may be confirmed, raised or lowered and these marks will be carried forward to any subsequent subject grade.

## Appendix 1

### Internal Standardisation – Guidelines to Teachers (See also paragraph 2.5)

- 1 The Council requires that, in each centre in which more than one teacher is teaching a subject, a process of internal standardisation of assessments is carried out within the centre. These guidelines provide teachers and departments with a straightforward method of internal standardisation. The purpose of internal standardisation is to ensure, as far as possible, that there is uniformity in the centre's assessments for each subject.
- 2 Internal standardisation should take the form of a mini-agreement trial based on the exemplar material used by the Council in Agreement Trials and on samples of work selected by each of the teachers concerned.

### Stage 1 – Confirmation of Standards

- 3 A record must be kept where the amount of assistance given varies between teaching groups.
- 4 The teacher conducting the internal standardisation should choose a number of pieces from exemplars already issued by the Council. The teachers in the department, working in pairs, should discuss the pieces of work and decide on an appropriate mark. Each pair should then discuss their marks with the other teachers in the department with the aim of achieving a departmental consensus.
- 5 Any disagreement should be clarified by reference to the assessment criteria and any previous notes for guidance and/or exemplar material provided by the Council. The role of the teacher or teachers who attended the Agreement Trial is important at this stage.

### Stage 2 – Agreement Trial

- 6 From each teaching group the work selected should illustrate the variety of types of work undertaken by that group and also the range of performance within the groups. Three items of work from each group are likely to suffice as sample material.
- 7 The sample work from one teaching group should be re-marked by the other teachers in the department. The original marks should not be known to those doing the re-marking. All assessments should be in accordance with the assessment criteria for the subject.
- 8 The marks resulting from both the original marking and re-marking should be reported together and a discussion held on the reasons for any significant discrepancies which appear. During this process, reference should be made to the assessment criteria. If it is found that the original marks awarded by one or more teachers have to be adjusted, agreement should be reached on the extent and type of adjustment needed.
- 9 The procedures outlined in Paragraphs 7 and 8 above should be repeated for each teaching group.
- 10 **Complete the Internal Standardisation section on the eCandidate Record Sheet.**
- 11 If necessary, amend the mark(s) on the eCandidate Record Sheet.

**ONLY THE FINAL AGREED MARKS SHOULD APPEAR ON THE eCANDIDATE RECORD SHEET SUBMITTED TO CCEA.**

**JCQ Forms M1****JCQ/M1****Suspected candidate malpractice****Confidential**

This form is to be used by centres to report instances of suspected candidate malpractice.

For guidance on how to complete this form please **see page 7.**

**Awarding body**

[Redacted]
------------

**Date of incident****Time (AM/PM session)**

[Redacted]	[Redacted]
------------	------------

**Centre number****Centre name and address**

[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

**Head of centre's e-mail address****Head of centre's telephone number**

[Redacted]	[Redacted]
------------	------------

**Candidate number(s) Candidate name(s)**

[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

**Examination/Assessment details**

<b>Qualification or specification code</b>	<b>Qualification or specification title</b>
[REDACTED]	[REDACTED]
<b>Component/unit code/batch number</b>	<b>Component/unit title</b>
[REDACTED]	[REDACTED]

**Name(s) of invigilator(s)/assessment personnel or other witness/witnesses**

<b>Name</b>	<b>Role</b>
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Complete Sections A, B, C and D as indicated.

**Section A (All qualifications)**

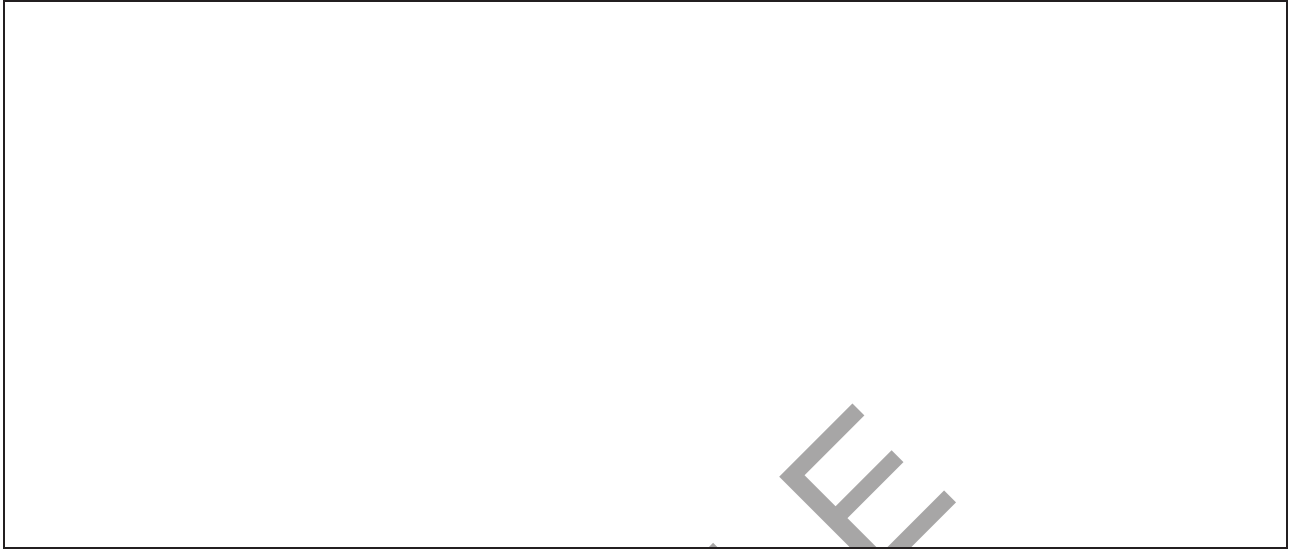
Describe the nature of the suspected candidate malpractice including details as to how it was discovered, by whom and when.

[REDACTED]



**Section B (Vocational qualifications only)**

**Describe how the candidates were made aware of the examination or assessment regulations.**



SAMPLE

## Section C

(All general qualifications and other qualifications if applicable)

### Examinations

Was the *Warning to Candidates* displayed outside the examination room? (either by means of a projector or in hard copy paper format)

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Had the candidate(s) been issued with a copy of the *Information for candidates?* (either electronically or a paper version)

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Were candidates reminded of examination regulations at the beginning of this particular examination?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

### Coursework / non-examination assessment

Had the candidate(s) been issued with a declaration of authentication?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Had the candidate(s) signed the declaration of authentication stating that all work completed was the candidate's own?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Was the *Information for candidates* issued to the candidate(s) prior to signing the declaration of authentication?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

## Section D (All qualifications)

If the incident involves disruptive behaviour, did the candidate's behaviour cause disturbance to other candidates?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

If the answer to the above question is yes and you wish to request special consideration for other candidates, please submit an application for special consideration in the normal way.

If the incident involves the introduction of unauthorised material, is the unauthorised material enclosed?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

If the answer to the above question is no, please give details below of the nature of the unauthorised material.

--

If the case involves plagiarism please provide full details (i.e. title, author, edition, website, etc.) of the material plagiarised and include copies if possible.

--

If there are any other details you feel are relevant to this allegation, including mitigating circumstances, please give further information below.

--

**Supporting evidence**

Please indicate below the supporting evidence submitted with this report. All relevant information and materials **must** be submitted at this time. Evidence submitted subsequently may not be considered.

**If submitting this form by e-mail, please ensure that all supporting documents are scanned and attached (preferably as PDF documents) to the same e-mail.**

<b>Evidence submitted with this form</b>	
Statement(s) from invigilator(s)	<input type="checkbox"/>
Statement from teacher/tutor/head of subject/assessor/internal verifier	<input type="checkbox"/>
Statement from examinations officer	<input type="checkbox"/>
Statement(s) from candidate(s)	<input type="checkbox"/>
Statement from employer	<input type="checkbox"/>
Seating plan of examination room	<input type="checkbox"/>
Unauthorised material removed from the candidate(s)	<input type="checkbox"/>
Copies of sources of plagiarised material	<input type="checkbox"/>
Assessment and Internal Verification or Moderation records	<input type="checkbox"/>
Other (please give details)	<input type="checkbox"/>

If statement(s) from the candidate(s) is/are not enclosed, please put a cross in this box to indicate that the candidate(s) has/have been given the opportunity to make a statement, but has/have chosen not to do so.

**To be completed by the head of centre**

<b>Name (please print)</b>		<b>Tel No.</b>	
<b>Signature*</b>		<b>Date</b>	

\* Submission by e-mail from the centre's registered e-mail address will be accepted in place of a signature.

## NOTES ON THE COMPLETION OF FORM JCQ/M1

This form **must** be used by the head of the centre to notify the appropriate awarding body of an instance of suspected candidate malpractice in the conduct of examinations or assessments. It can also be used to provide a report on investigations into instances of suspected malpractice.

**In order to prevent the issue of erroneous results and certificates, it is essential that the awarding body concerned is notified immediately of instances of suspected candidate malpractice.**

Full details of the procedures which **must** be followed when investigating cases of suspected malpractice can be found in the JCQ publication: *Suspected Malpractice in Examinations and Assessments: Policies and Procedures* - <http://www.jcq.org.uk/exams-office/malpractice>

Reports on investigations from centres **must** include:

- a detailed account of the circumstances surrounding the suspected candidate malpractice including, in the case of disruptive behaviour, an indication as to whether the behaviour continued after warnings were given, and whether the candidate was removed from the examination room/assessment situation or not;
- the procedures for advising candidates of the regulations concerning the conduct of examinations and/or assessments;
- a report of any investigation carried out subsequently by the centre;
- signed and dated statements from the staff concerned (e.g. invigilators, assessors, teachers, tutors, etc.) on the centre's official letterheaded paper;
- signed and dated statements from the candidate(s) concerned or a clear indication that they have been given the opportunity to make a statement; (In circumstances which make it inappropriate to interview the candidate, the centre should discuss the case in confidence with the awarding body.)
- seating plans of the examination room (if appropriate).

This form is intended to be used as the basis for the report.

If the first four pages of the form are printed on A3 paper, and backed, it can be used as a coversheet for supporting documentation.

**This form may be submitted either by post or by e-mail. Submission by e-mail from the centre's registered e-mail address will be accepted in place of a signature. When submitting the form by e-mail, all supporting documents should be scanned and attached (preferably as PDF documents) to the same e-mail, and the originals retained within the centre. Reports which require the inclusion of lengthy documents or candidate work should be sent by post. Centres must not submit the same report by both methods.**

The awarding body concerned will acknowledge receipt of this form.

**The form and supporting documentation must be sent to:**

**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

**WJEC**

Compliance Team

245 Western Avenue

Cardiff CF5 2YX

[malpractice@wjec.co.uk](mailto:malpractice@wjec.co.uk)

SAMPLE



## Report of suspected candidate malpractice

This checklist is intended to assist centres when completing a report of suspected candidate malpractice.

**It is the responsibility of the head of centre to ensure that these requirements have been met.**

Reference is made to the requirements detailed in the JCQ document:  
*Suspected Malpractice in Examinations and Assessments – Policies and Procedures*  
<http://www.jcq.org.uk/exams-office/malpractice>

**Please indicate by putting a cross in the appropriate box for the following points:**

		Yes	No
1.	The candidate(s) has/have been informed of their individual responsibilities and rights ( <b>section 2.5</b> ).	<input type="checkbox"/>	<input type="checkbox"/>
2.	A candidate or candidates accused of malpractice:		
	<ul style="list-style-type: none"> <li>has/have been informed (preferably in writing) of the allegation made against him or her;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>has/have been advised that a copy of the JCQ <i>publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures</i> can be found on the JCQ website;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>know(s) what evidence there is to support the allegation;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>know(s) the possible consequences should malpractice be proven;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>has/have had the opportunity to consider their response to the allegations (if required);</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>has/have had an opportunity to submit a written statement;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>has/have had an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required);</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>has/have been informed of the applicable appeals procedure should a decision be made against him or her;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>has/have been informed of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators and other appropriate authorities.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

## **Appendix 3**

### **Contacts for Further Information**

For clarification about Moving Image Arts specification content and processes, please contact:

Subject Support Officer: Nola Fitzsimons

Telephone: (028) 9026 1200 Ext 2235

e-mail: [nfitzsimons@ccea.org.uk](mailto:nfitzsimons@ccea.org.uk)

### **Other ways of contacting CCEA**

#### **In Writing**

CCEA, Clarendon Dock, 29 Clarendon Road, Belfast BT1 3BG

#### **By Fax**

Main number on (028) 9026 1234

#### **By e-mail**

[info@ccea.org.uk](mailto:info@ccea.org.uk)

#### **CCEA Website**

<http://www.ccea.org.uk>

#### **Moving Image Arts Microsite**

<http://www.ccea.org.uk/movingimagearts>



### Application for Special Consideration (SPC)

- CCEA has developed the SPC Online Application to allow centres to submit applications for SPC.
- Please notes - paper forms will no longer be accepted unless prior agreement has been approved through CCEA's Centre and Examiner Support Team. Enquiries should be forwarded to [specialconsideration@ccea.org.uk](mailto:specialconsideration@ccea.org.uk)
- Teachers are asked to contact their Examination Officer, who will have access to the secure online application, for further details on how to submit an application for SPC online.
- The SPC application can be accessed from the Central Login portal on the CCEA website or by clicking the link below:

<https://www.qualsadmin.org.uk/CentralisedLoginApplication/>



This booklet has been drawn up to comply with the relevant regulatory requirements.

Teachers, centres and candidates should note that CCEA may use extracts from examination scripts/ controlled assessment material on an anonymous basis in educational presentations, materials and products.

