

Procedures

Title:	Managing behaviour (exams)
Associated Policies:	
Head of centre	Cristina Taboada-Naya
Senior leader(s)	Abigail Boddy (Deputy Headteacher) Abigail Bell (Assistant Headteacher)
Exams officer	Jenny Legg
SENCo (or equivalent role)	Julia Smallman
1	Purpose of the procedure
	The purpose of these procedures are to confirm that candidate behaviour in the examination room at Northampton School for Girls is managed in line with JCQ regulations.
2.	Briefing candidates
	<p>To ensure candidates are aware of the standard of behaviour that is required in the examination room, Northampton School for Girls will:</p> <ul style="list-style-type: none"> ensure the JCQ Information for candidates documents (coursework, non- examination assessments, onscreen tests, social media and written examinations) and awarding body privacy notices are distributed to all candidates whether electronically or in hard copy format prior to assessments and/or examinations taking place. (GR 5.8) ensure candidates are also made aware of the content of the JCQ Unauthorised items and Warning to candidates posters (GR 5.8) 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 (GR 5.8) <p>At Northampton School for Girls candidates are made aware of JCQ information/briefed by:</p> <ul style="list-style-type: none"> Candidates are made aware of the JCQ requirements via the school website, briefing assemblies, the student exam handbook and formal letters from the exams officer and Head of Centre
3.	Candidate malpractice
	<ul style="list-style-type: none"> 'Malpractice', means any act, default or practice which is a breach of the Regulations (SMPP 1.2) Suspected malpractice means all alleged or suspected incidents of malpractice (SMPP 2) 'Candidate malpractice' normally involves 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 completion of any examination (SMPP 2)

	<ul style="list-style-type: none"> • Inappropriate behaviour by a candidate in the examination room or assessment session is deemed 'candidate malpractice' • Failure by a centre to notify, investigate and report to an awarding body all allegations of malpractice or suspected malpractice constitutes malpractice in itself (SMPP 1.7) <p>Examples of inappropriate behaviour/actions that constitute 'candidate malpractice' are provided in the final section of these procedures.</p>
4. Instructions for conducting examinations – Malpractice in the examination room	
	<p>The following requirements are applied at Northampton School for Girls:</p> <ul style="list-style-type: none"> • Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave • Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body • Candidates must not open the question paper until the examination begins. If they do, this must be reported to the relevant awarding body (ICE 19.1) • 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 (ICE 24.1) • The head of centre, or authorised members of staff, have 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 (ICE 24.1) • The head of centre must report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination, including candidates, invigilators and centre staff, using the relevant JCQ forms (ICE 24.3) • 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 document Suspected Malpractice: Policies and Procedures (ICE 24.4) • In cases of suspected malpractice, examination scripts must be packed as normal with Form JCQ/M1 being submitted separately to the relevant awarding body (ICE 24.6)
5. Roles and responsibilities	
	<p>The role of the invigilator</p> <ul style="list-style-type: none"> • Be vigilant and remain aware of incidents or emerging situations, looking out for malpractice (ICE 20.2) • Warn a disruptive candidate that they may be removed from the examination room (ICE 24.1) • Record what has happened and actions taken on the exam room incident log (ICE 24.1)

	<p>The role of the exams office/officer</p> <ul style="list-style-type: none"> • Ensure that the JCQ Information for candidates documents (coursework, non- examination assessments, on-screen tests, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format prior to assessments and/or examinations taking place and that candidates are also made aware of the content if the JCQ Unauthorised items and Warning to candidates posters (GR 5.8) • Ensure the JCQ Unauthorised items and Warning to candidates posters are displayed in a prominent place for all candidates to see prior to entering the examination room (GR 5.8) • Where a candidate is being/has been 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 (ICE 24.1) <p>The role of the head of centre</p> <ul style="list-style-type: none"> • •Where a candidate is seriously disrupting others, makes the decision (or authorised members of staff make the decision) to remove the candidate from the examination room (ICE 24.1) • Report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination by completing form JCQ/M1 (ICE 24.3) <p>The role of the senior leader</p> <ul style="list-style-type: none"> • 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
<p>6.</p>	<p>Examples of ‘candidate malpractice’</p>
	<p>These include (but are not limited to):</p> <p>Introduction of unauthorised material into the examination room</p> <p>Own blank paper - used for rough work; used for final answers</p> <p>Calculators, dictionaries (when prohibited) - not used; used or attempted to use</p> <p>Bringing into the examination room notes in the wrong format or prohibited annotations - notes/annotations go beyond what is permitted but do not give an advantage / content irrelevant to subject; notes/annotations are relevant and give an unfair advantage; notes/annotations introduced in a deliberate attempt to gain an advantage</p> <p>Unauthorised notes, study guides and personal organisers - content irrelevant to subject; content relevant to subject; relevant to subject and evidence of use</p> <p>Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, AirPods, earphones and headphones) - not in the candidate’s possession but make a noise in the examination 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</p> <p>Watches (not smartwatches) - in candidate’s possession</p> <p>Breaches of examination conditions</p> <p>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: e.g. sitting in a non-designated seat /</p>

	<p>continuing to write for a short period after being told to stop; major non-compliance: e.g. refusing to move to a designated seat / significant amount of writing after being told to stop; related non-compliance</p> <p>Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations - leaving examination early (no loss of integrity) / removing script from the examination room, but evidence of the integrity was maintained; 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</p> <p>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</p> <p>Exchange, obtaining, receiving, or passing on information which could be examination related (or the attempt to)</p> <p>Verbal communication - isolated incidents of talking before the start of the examination or after papers have been collected; talking during the examination about matters not related to the exam / accepting examination related information; talking about examination related matters during the exam / whispering answers to questions</p> <p>Communication - passing/receiving written communications which clearly have no bearing on the assessment; accepting assessment related information; passing assessment related information to other candidates / helping one another / swapping scripts</p> <p>Offences relating to the content of candidates' work</p> <p>The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non- examination assessments or portfolios - isolated offensive words or drawings; frequent offensive words or drawings / isolated obscenity or offensive comments directed at an individual or group; frequent obscenities / discriminatory language, remarks or drawings directed at an individual or group</p> <p>Plagiarism: unacknowledged copying from or reproduction of third party sources (including the internet and AI tools); incomplete referencing - minor amount of plagiarism/poor referencing in places; plagiarism from work listed in the bibliography or referenced/acknowledged / or minor amount of plagiarism from a source not listed in the bibliography or referenced/acknowledged; plagiarism from work not listed in the bibliography or referenced/acknowledged / or plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography or referenced/acknowledged</p>
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