

Malpractice Policy

**Introduction**

Huxlow Academy is an 11 – 18 co-educational comprehensive school with Specialist Science and Applied Learning status. It is situated in the town of Irthlingborough and also serves the surrounding areas of Finedon, Woodford, Great and Little Addington.

**Objectives**

To meet the requirements of the Safeguarding and Every Child Matters agendas in particularly Enjoy and Achieve.

To ensure that the exam process is carried out in a way that maximises students’ potential to achieve.

**Examination Malpractice Policy**

*Huxlow Academy will follow the procedures and guidelines published by JCQ:*

[*file://hsc12/staff$/allstaff/l.gidney/Downloads/Malpractice\_22-23\_FINAL%20(4).pdf*](file://hsc12/staff%24/allstaff/l.gidney/Downloads/Malpractice_22-23_FINAL%20%284%29.pdf)

*2022-2023 or the latest version for the current academic year.*

**Scope**

Malpractice could be:

1. a student attempting to obtain an unfair advantage

2. a centre attempting to obtain an unfair advantage for its students

3. a teacher attempting to obtain an unfair advantage for their students

4. incorrect procedures for handling examination and other assessment material by a

Centre

**Procedure**

A person who suspects an incident of malpractice should **NOT**

* Interrupt an exam or controlled assessment or any other type of assessment taking

place.

* Challenge the person/s involved in the incident

They **SHOULD** immediately

* Inform the Exams officer/Deputy Head
* Write an account of what they believe to have taken place

The Deputy Head will then investigate the allegation as per the JCG guidelines.

The person/s involved, after the exercise/examination is completed will be:

1. Briefed of the nature of the allegation.

2. Advised of the likely consequences

3. Requested to make a statement

If the person involved is a student, an interview with the parents should be arranged with the Deputy Head.

In this interview points 1 and 2 will be covered.

The Exams Officer will report the incident.