

Key Staff Involved in the Policy

Head of Centre: Ms D Piralic

Senior Leaders: Ms H Victory, Mr J Priddle

Exam Lead: Dr K Rumary

SEnCo: Ms R Reynolds

Exams Officer: Mrs S Brewster

Policy Last Updated: 13 March 2026

Introduction

This policy is reviewed and updated annually to ensure that candidate behaviour during examinations at Ormiston Rivers Academy is managed in accordance with current JCQ regulations and guidance.

References within this policy to GR, ICE and SMPP relate to the JCQ publications General Regulations for Approved Centres, Instructions for Conducting Examinations and Suspected Malpractice: Policies and Procedures.

Purpose of the Policy

The purpose of this policy is to confirm that candidate behaviour during examinations is managed in line with JCQ regulations and that:

- Appropriate procedures are followed in relation to examination conduct
- Examination integrity is protected at all times
- Candidates understand the standards of behaviour expected during examinations and assessments
- Staff are clear regarding procedures for managing inappropriate behaviour and malpractice

1. Briefing Candidates

- Ensure JCQ Information for Candidates documents (coursework, non-examination assessments, on-screen tests, social media and written examinations) and awarding body privacy notices are distributed electronically or in hard copy prior to assessments and examinations (GR 5.8)
- Ensure candidates are made aware of the JCQ Unauthorised Items and Warning to Candidates posters (GR 5.8)
- Brief candidates regarding examination conduct, malpractice and examination expectations prior to all examination series
- Ensure candidates understand the consequences of malpractice, including potential disqualification

At Ormiston Rivers Academy, candidates are briefed through assemblies, tutor sessions and communication from the Exams Office. Copies of relevant JCQ information are distributed at the start of the academic year and alongside provisional examination timetables.

2. Candidate Malpractice

Malpractice means any act, default or practice which is a breach of examination regulations or awarding body requirements (SMPP 1.2).

Candidate malpractice includes malpractice committed in connection with written examinations, on-screen tests, coursework, controlled assessments, non-examination assessments, practical assessments and portfolios of evidence.

Inappropriate behaviour during an examination or assessment session may constitute candidate malpractice.

Failure by a centre to report suspected malpractice to an awarding body may itself constitute malpractice (SMPP 1.7).

3. Instructions for Conducting Examinations – Behaviour in the Examination Room

- Candidates are under formal examination conditions from the moment they enter the examination room until they are formally dismissed
- Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room
- Candidates must not open question papers until instructed to do so (ICE 19.1)
- Candidates must follow all instructions given by invigilators and examination staff
- Candidates must not possess unauthorised materials or electronic devices

Where a candidate is disruptive:

- Invigilators will warn the candidate that their behaviour may constitute malpractice
- Candidates may be warned that they risk penalties, including disqualification
- Serious disruption may result in removal from the examination room by the Head of Centre or delegated senior leader (ICE 24.3)
- All suspected or actual malpractice will be reported to the awarding body using Form JCQ/M1 where appropriate

Where candidates become distressed, dysregulated or unwell, staff will respond calmly, proportionately and sensitively while maintaining examination integrity and security.

Reasonable adjustments and individual candidate needs will be considered in line with Equality Act duties and approved access arrangements.

4. Roles and Responsibilities

The Role of the Invigilator

- Remain vigilant and monitor candidate behaviour throughout examinations (ICE 20.2)
- Warn disruptive candidates appropriately (ICE 24.1)
- Record incidents and actions taken on the exam room incident log
- Escalate concerns immediately to the Exams Officer or senior leader
- Maintain examination integrity and candidate supervision at all times

The Role of the Exams Officer

- Ensure relevant JCQ information documents are distributed to candidates
- Ensure JCQ posters are displayed prominently outside examination rooms
- Ensure invigilators are appropriately trained regarding behaviour management and malpractice procedures
- Maintain records relating to incidents and malpractice investigations
- Liaise with awarding bodies where malpractice is suspected or confirmed

The Role of the Head of Centre

- Make decisions regarding removal of candidates where behaviour seriously disrupts examinations
- Ensure all suspected or actual malpractice is reported to the awarding body appropriately
- Ensure malpractice investigations are conducted fairly and proportionately

The Role of Senior Leaders

- Support invigilators and the Exams Office in managing candidate behaviour where possible
- Ensure internal disciplinary procedures are implemented where appropriate
- Support safeguarding and student welfare during examination incidents

5. Examples of Candidate Malpractice

- Possession of unauthorised items
- Mobile phone or electronic device offences
- Attempting to communicate with other candidates
- Disruptive or abusive behaviour
- Refusal to follow invigilator instructions
- Copying or attempting to copy
- Plagiarism or AI misuse
- Impersonation or facilitating impersonation
- Sharing examination content via social media
- Removing examination materials from the examination room without permission

6. Confidentiality and Record Keeping

Behaviour incidents and malpractice investigations will be managed confidentially and in accordance with data protection requirements.

Records relating to malpractice and examination incidents will be securely retained in accordance with JCQ regulations and the centre's retention procedures.