

Suspected Malpractice Procedure

Exams and Coursework

1. If a candidate is suspected of malpractice, this must be reported immediately to the Exams Officer, who will inform the Assistant Headteacher (Sixth Form), who will then decide on the appropriate course of action.
2. If the case is serious a Deputy Headteacher or the Assistant Headteacher (Sixth Form) will investigate the alleged malpractice and decide if it is appropriate to inform the Exam Board.
3. If the Exam Board is to be informed, the Exams Officer will do so and complete the appropriate forms in liaison with the Assistant Headteacher (Sixth Form) or Deputy Headteacher, before being returned to the Exam Board.
4. Depending on the seriousness of the case the Exams Officer, Assistant Headteacher (Sixth Form) or Deputy Headteacher will communicate the Exam Board's decision to the candidate and their parents/carers.