Managing Behaviour Policy (Exams)

Aylesford School

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Centre name	Aylesford School
Centre number	61651
Date policy first created	27/09/2024
Current policy approved by	Katie James – Deputy Head, Acting Head on behalf of Tanya Kelvie
Current policy reviewed by	Sara Henderson-Smith
Date of review	02/11/2026
Date of next review	02/11/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Katie James – Deputy Head, Acting Head on behalf of Tanya Kelvie
Senior leader(s)	Katie James Hannah Davies-Lane
Exams Officer	Sara Henderson-Smith
Other staff (if applicable)	Anna Hawkes

This policy is reviewed and updated annually to ensure that candidate behaviour in the examination room at Aylesford School is managed in accordance with current requirements and regulations and reflects centre practice.

References in this policy to GR, ICE and SMPP refer to the JCQ documents **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 in the examination room at Aylesford School is managed in line with JCQ regulations.

1. Briefing candidates

To ensure candidates are aware of the standard of behaviour that is required in the examination room, Aylesford School will:

- ensure the JCQ **Information for candidates documents** (coursework, non- examination assessments, on-screen 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 to reinforce 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)

At Aylesford School candidates are made aware of JCQ information/briefed by:

- The JCQ booklet (Information for candidates) is given to candidates before exam series, along with a briefing/special assembly led by a senior member of staff (Head of Year/KS5) and supported by the Exams Officer. The briefing session would reinforce what candidates must and must not do when sitting written examinations and/or on-screen tests, and when producing coursework and/or non-examination assessments.

2. Candidate malpractice

- 'Malpractice', means any act, default or practice which is a breach of the Regulations (SMPP 1)
- 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)
- 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)

Examples of inappropriate behaviour/actions that constitute 'candidate malpractice' are provided in the final section of this policy.

3. Instructions for conducting examinations - Malpractice in the examination room

The following requirements are applied at Aylesford School :

- 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)

- 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)
- 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)
- 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)
- 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)
- 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)

Additional information:

Not applicable

4. Roles and responsibilities

The role of the invigilator

- Be vigilant and remain aware of incidents or emerging situations, looking out for malpractice (ICE 20)
- Warn a disruptive candidate that they may be removed from the examination room (ICE 24)
- Record what has happened and actions taken on the exam room incident log (ICE 24)

Additional responsibilities:

Not applicable

The role of the exams office

- Ensure that the JCQ **Information for candidates** documents (AI (Artificial Intelligence and assessments), coursework, non- examination assessments, on-screen examinations, 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 when conducting examinations that 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)

Additional responsibilities:

Not applicable

The role of the head of centre

- Where a candidate is disrupting others, may make the decision (or authorised member(s) of staff may make the decision) to remove the candidate from the examination room (ICE 24)

- Report to the awarding body immediately all cases of alleged, suspected or actual malpractice in connection with the examination, including candidates, invigilators and centre staff, by completing the relevant JCQ forms (ICE 24)

Additional responsibilities:

Not applicable

The role of the senior leader

- Ensure support is provided for exams office staff and invigilators when dealing with any disruptive candidate(s) in examination rooms
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

Additional responsibilities:

Not applicable

Examples of 'candidate malpractice'

These include (but are not limited to):

Introduction of unauthorised material into the examination room

- **Own blank paper**
- **Calculators, dictionaries** (when prohibited)
- **Bringing into the examination room** notes in the wrong format or prohibited annotations: introduced in a deliberate attempt to gain an advantage
- **Unauthorised notes, study guides and personal organisers**
- **Mobile phone or similar electronic devices** (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, smart glasses, smart devices, AirPods, earphones and headphones): not in the candidate's possession but make a noise in the examination room; in the candidate's possession
- **Watches** (not smartwatches): in candidate's possession

Breaches of examination conditions

- **A breach of the instructions or advice of an invigilator, supervisor, or the awarding body** in relation to the examination rules and regulations: e.g. sitting in a non-designated seat; continuing to write after being told to stop; refusing to move to a designated seat
- **Using or attempting to use a word processor/ computer/laptop** to gain access to unauthorised material/internet
- **Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations**: leaving examination early; removing script from examination room; taking home materials; deliberately breaking a timetable clash supervision arrangement
- **Disruptive behaviour in the examination room or assessment session** (including use of offensive language)

Exchange, obtaining, receiving, or passing on information (or the attempt to) which could be examination related

- **Verbal communication**: talking before the start of the examination or after papers have been collected; talking during the examination; accepting examination related information; whispering answers to questions
- **Communication**: passing/receiving written communications; accepting assessment related information; passing assessment related information to other candidates; helping one another; swapping scripts

Offences relating to the content of candidates' work

- The **inclusion of inappropriate, offensive or obscene material in** scripts, controlled assessments, coursework, non- examination assessments or portfolios
- **Collusion**: working collaboratively with others beyond what is permitted
- **Plagiarism**: unacknowledged copying from or reproduction of third party sources (including the internet and AI tools)
- Making a **false declaration** of authenticity
- **Copying** from another candidate or allowing work to be copied (including the misuse of technology)

Taken from **Indicative sanctions against candidates** (SMPP, Appendix 6)

Changes effective from 1 September 2026

In terms of JCQ regulations (effective from 1 September 2026), no changes are currently applicable to this policy.

(Amended) Content amended to simplify: ICE and SMPP section reference numbers and Examples of 'candidate malpractice'

Centre-specific changes

Upon review in September 2024, no centre-specific updates or changes were applicable to this document