



Wychwood School  
OXFORD

**MALPRACTICE PROCEDURE**  
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**Review: May 2021**  
**Date of Next Review: May 2023**

Malpractice consists of those acts which undermine the integrity and validity of the examination or assessment, the certification of qualifications and / or damage the authority of those responsible for conducting the assessment and certification.

Wychwood will not accept actions or attempted actions of malpractice by pupils, parents or staff. Every case of suspected malpractice must be reported to the Examinations Officer and Head.

The **JCQ Suspected Malpractice in Examinations and Assessments** policies and procedures gives examples of malpractice by staff and candidates and details the procedures for investigating and following up instances of alleged malpractice and the sanctions to be applied. This document can be found in the JCQ regulations folder of the Staff area of the network. A copy is also given to invigilators and is present in each examination room during the public exams. In the case of any malpractice being reported the procedures provided in this document will be followed.