

Policy/Procedure creator: G Austin Policy/Procedure created/reviewed: 02/11/2023

Managing Behaviour Policy

|  |  |
| --- | --- |
| Centre Name | The Hub School |
| Centre Number | 44224 |
| Date policy first created | 07/05/2022 |
| Current policy reviewed by | G Austin |
| Current policy approved by | CSC Governor |
| Date of next review | 02/11/2024 |

Key staff involved in the policy

|  |  |
| --- | --- |
| **Role** | **Name** |
| Exams officer | J Boyle |
| Senior leader(s) | G Austin |
| Head of centre | P Grimes |
| Other staff members (if applicable) | J Badman (DoL) |

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

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

# Briefing candidates

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

ensure the JCQ **Information for candidates** (coursework, non-examination assessments, on-screen tests, privacy notice, social media and written examinations) is 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 on 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 The Hub School candidates are made aware of JCQ information/briefed by:

Handbook issued to candidates and shared with parents, followed by PSHE lesson on expectations of behaviour and consequences completed by a member of staff identified by the head of centre to take place in the weeks leading up to the first exam.

# Candidate malpractice

Inappropriate behaviour by a candidate in the examination room is deemed 'candidate malpractice'

‘Candidate malpractice’ means 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 writing of any examination paper (SMPP, Definitions)

‘Malpractice’, means any act, default or practice which is a breach of the Regulations (SMPP 1.2)

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 1.6)

 Suspected malpractice means all alleged or suspected incidents of malpractice (SMPP, Definitions)

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

# Instructions for conducting examinations - Malpractice in the examination room

The following requirements are applied at The Hub School:

Where a candidate is being disruptive, the invigilator must warn the candidate that he/she 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 24.1)

The head of centre must report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination (ICE 24.3)

Form JCQ/M1 - **Report of suspected candidate malpractice** must be completed (ICE 24.3)

The head of centre has 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 24.3)