

**JCQ M3**

**Report into suspected malpractice/maladministration**

**involving centre staff**

**Confidential**

This form is to be used by a head of centre following the gathering of evidence related to an investigation into an instance of suspected malpractice or maladministration. It **must** be completed and submitted to the appropriate awarding body together with supporting statements and documentation.

If the gathering of evidence has not yet commenced please use **Form JCQ/M2** *Notification of suspected malpractice/maladministration* which can be found on the JCQ website – <http://www.jcq.org.uk/exams-office/malpractice>

**Awarding body**

|  |
| --- |
|  |

**Centre number** **Centre name and address**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  |  |  |  |  |  |
|  | |  | | | | | |  |
|  | |  |
|  | |  |

**Head of centre’s e-mail address Head of centre’s telephone number**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | | |
|  |  | | |
| **Name of head of centre** | |
|  | |  |

**Name(s) of centre staff involved Position**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

**Details of examinations/assessments involved**

|  |  |
| --- | --- |
| **Qualification, unit or specification code** | **Qualification, unit or specification title** |
|  |  |

**Date and time of incident**

|  |
| --- |
|  |

**Individual(s) who gathered evidence**

|  |  |
| --- | --- |
| Name: |  |
| Role within centre/organisation: |  |
| Reason why suitable to gather evidence (e.g. experienced senior leader): |  |

**Did any external people (e.g. local authority personnel, union officers) assist in the gathering of evidence? If so, please give details:**

**Name(s) Position**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

**Give details of the evidence you have obtained and your findings**

|  |
| --- |
|  |

**Where malpractice (including maladministration) has been identified, please use the box below to provide:**

* **details of the actions your centre proposes to take to mitigate the impact on candidates; and**
* **details of the actions your centre proposes to take to prevent a recurrence of similar incidents in future**

|  |
| --- |
|  |

**Name and position (please print):**

**Signed:**

**Date:**



**Report into suspected malpractice/maladministration involving centre staff**

This checklist is intended to assist centres when gathering evidence for an investigation into suspected malpractice or maladministration involving centre staff. Once completed, it **must** be submitted to the awarding body together with the supporting statements and documentation. **It is the responsibility of the head of centre to ensure that these requirements have been met.**

Reference is made to the requirements detailed in the JCQ document:

*Suspected Malpractice Policies and Procedures*

**Name of centre staff member:** \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please indicate by putting a cross in the appropriate box for the following points:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Yes | No |
| 1. | The accused member of staff has been informed of their individual responsibilities and rights **(sections 2.5 and 6.14)**. |  |  |
| 2. | The member of staff accused of malpractice should: |  |  |
|  | * be informed (preferably in writing) of the allegation made against him or her (**include a copy of any letter/notification in the submission**); |  |  |
|  | * be provided with a copy of the JCQ publication *Suspected Malpractice Policies and Procedures*; |  |  |
|  | * know what evidence there is to support the allegation (**provide full details in the submission to the awarding body**); |  |  |
|  | * know the possible consequences should malpractice be proven; |  |  |
|  | * have the opportunity to consider their response to the allegations (**provide a verified record of any interviews conducted**); |  |  |
|  | * have an opportunity to submit a written statement (**provide a copy of all statements**); |  |  |
|  | * be informed that he/she will have the opportunity to read and make a statement in response to the submission to the awarding body’s Malpractice Committee; |  |  |
|  | * have an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required); |  |  |
|  | * be informed of the applicable appeals procedure should a decision be made against him or her; |  |  |
|  | * be informed of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators and other appropriate authorities. |  |  |

**This form must be enclosed with the report and any other relevant evidence.The form and supporting documentation must be sent to:**

|  |  |
| --- | --- |
| **AQA** |  |
| Irregularities/Malpractice  AQA Devas Street  Manchester M15 6EX  [irregularities@aqa.org.uk](mailto:irregularities@aqa.org.uk) |  |
| **CCEA** |  |
| Irregularities/Malpractice  29 Clarendon Road  Belfast BT1 3BG  [malpractice@ccea.org.uk](mailto:malpractice@ccea.org.uk) |  |
| **City & Guilds** |  |
| Investigation and Compliance  5-6 Giltspur Street  London EC1A 9DD  [investigationandcompliance@cityandguilds.com](mailto:investigationandcompliance@cityandguilds.com) |  |
| **NCFE**  Customer Compliance & Investigations Team  Q6, Quorum Business Park  Benton Lane  Newcastle Upon Tyne NE12 8BT [CustomerCompliance@NCFE.org.uk](mailto:CustomerCompliance@NCFE.org.uk)  **Pearson** |  |
| Investigations Team  80 Strand  London WC2R 0RL  [pqsmalpractice@pearson.com](mailto:pqsmalpractice@pearson.com) | **Candidate Malpractice**  Investigations Processing Team  Lowton House  Lowton Way  Hellaby Business Park  Rotherham  S66 8SS  [candidatemalpractice@pearson.com](mailto:candidatemalpractice@pearson.com) |
| **OCR** |  |
| **Vocational Qualifications**  Compliance Team  Progress House  Westwood Way  Coventry CV4 8JQ  [malpractice@ocr.org.uk](mailto:malpractice@ocr.org.uk) | **General Qualifications**  Compliance Team  The Triangle Building  Shaftesbury Road  Cambridge  CB2 8EA  [malpractice@ocr.org.uk](mailto:malpractice@ocr.org.uk) |
| **WJEC** |  |
| Compliance Team  245 Western Avenue  Cardiff CF5 2YX  [malpractice@wjec.co.uk](mailto:malpractice@wjec.co.uk) |  |