

**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**

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

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

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

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

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

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

**Details of examinations/assessments involved**

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

**Date and time of incident**

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**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**

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

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**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**

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|  |

**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/MalpracticeAQA Devas StreetManchester M15 6EXirregularities@aqa.org.uk |  |
| **CCEA** |  |
| Irregularities/Malpractice29 Clarendon RoadBelfast BT1 3BGmalpractice@ccea.org.uk |  |
| **City & Guilds** |  |
| Investigation and Compliance5-6 Giltspur StreetLondon EC1A 9DDinvestigationandcompliance@cityandguilds.com |  |
| **NCFE**Customer Compliance & Investigations TeamQ6, Quorum Business ParkBenton LaneNewcastle Upon Tyne NE12 8BTCustomerCompliance@NCFE.org.uk**Pearson** |  |
| Investigations Team80 StrandLondon WC2R 0RLpqsmalpractice@pearson.com | **Candidate Malpractice** Investigations Processing TeamLowton HouseLowton WayHellaby Business ParkRotherham S66 8SScandidatemalpractice@pearson.com |
| **OCR** |  |
| **Vocational Qualifications**Compliance TeamProgress House Westwood WayCoventry CV4 8JQmalpractice@ocr.org.uk | **General Qualifications**Compliance TeamThe Triangle BuildingShaftesbury RoadCambridgeCB2 8EAmalpractice@ocr.org.uk |
| **WJEC** |  |
| Compliance Team245 Western AvenueCardiff CF5 2YXmalpractice@wjec.co.uk |  |