



Joint Council for
Qualifications

General and vocational qualifications

**Suspected malpractice in examinations and
assessments**

Policies and procedures

1 September 2018 to 31 August 2019

Produced on behalf of:



12. Sanctions and penalties applied against candidates

12.1 The awarding bodies will determine the application of a sanction or penalty according to the evidence presented, the nature and circumstances of the malpractice, and the type of qualification involved.

Not all the sanctions and penalties are appropriate to every type of qualification or circumstance.

12.2 These penalties may be applied individually or in combination.
The table in **Appendix 5** shows how the sanctions and penalties might be applied.

12.3 Awarding bodies may, at their discretion, impose the following sanctions against candidates.

1 Warning

The candidate is issued with a warning that if he/she commits malpractice within a set period of time, further specified sanctions will be applied.

2 Loss of all marks for a section

The candidate loses all the marks gained for a discrete section of the work.
A section may be part of a component, or a single piece of non-examination assessment if this consists of several items.

3 Loss of all marks for a component

The candidate loses all the marks gained for a component.
A component is more often a feature of a linear qualification than a unitised qualification, and so this penalty can be regarded as an alternative to penalty 4.
Some units also have components, in which case a level of penalty between numbers 2 and 4 is possible.

4 Loss of all marks for a unit

The candidate loses all the marks gained for a unit.
This penalty can only be applied to qualifications which are unitised.
For linear qualifications, the option is penalty 3.
This penalty usually allows the candidate to aggregate or request certification in that series, albeit with a reduced mark or grade.

5 Disqualification from a unit

The candidate is disqualified from the unit.
This penalty is only available if the qualification is unitised.
For linear qualifications the option is penalty 7.
The effect of this penalty is to prevent the candidate aggregating or requesting certification in that series, if the candidate has applied for it.

6 Disqualification from all units in one or more qualifications

If circumstances justify, penalty 5 may be applied to other units taken during the same examination or assessment series. (Units which have been banked in previous examination series are retained.)

This penalty is only available if the qualification is unitised.

For linear qualifications the option is penalty 8.

7 Disqualification from a whole qualification

The candidate is disqualified from the whole qualification taken in that series or academic year.

This penalty can be applied to unitised qualifications only if the candidate has requested aggregation. Any units banked in a previous examination series are retained, but the units taken in the present series and the aggregation opportunity are lost.

If a candidate has not requested aggregation the option is penalty 6. It may also be used with linear qualifications.

8 Disqualification from all qualifications taken in that series

If circumstances justify, penalty 7 may be applied to other qualifications.

This penalty can be applied to unitised qualifications only if the candidate has requested aggregation.

Any units banked in a previous examination series are retained, but the units taken in the present series and the aggregation opportunity are lost.

If a candidate has not requested aggregation the option is penalty 6. It may also be used with linear qualifications.

9 Candidate debarral

The candidate is barred from entering for one or more examinations for a set period of time. This penalty is applied in conjunction with any of the other penalties above, (other than penalty 1 warning) if the circumstances warrant it.

- 12.4 Unless a penalty is accompanied by a bar on future entry, all candidates penalised by loss of marks or disqualification, may re-take the component(s), unit(s) or qualification(s) affected in the next examination series or assessment opportunity if the specification permits this.
- 12.5 Candidates in England are not able to re-take individual GCSE units at a later series (legacy GCSE specifications). They will have to re-take the whole subject, carrying forward the controlled assessment mark. This means that candidates will generally have to wait twelve months before re-taking the examination(s).
- 12.6 Heads of centre may wish to take further action themselves in cases of candidate malpractice.

- failure to have on file for inspection purposes appropriate evidence, as per the JCQ publication *Access Arrangements and Reasonable Adjustments*, to substantiate approved access arrangements processed electronically using the *Access arrangements online* system;
- granting access arrangements to candidates who do not meet the requirements of the JCQ publication *Access Arrangements and Reasonable Adjustments* ;
- granting access arrangements to candidates where prior approval has not been obtained from the *Access arrangements online* system or, in the case of a more complex arrangement, from an awarding body;
- failure to supervise effectively the printing of computer based assignments when this is required;
- failing to retain candidates' controlled assessments, coursework or non-examination assessments securely after the authentication statements have been signed or the work has been marked;
- failing to maintain the security of candidate scripts prior to despatch to the awarding body or examiner;
- failing to despatch candidates' scripts, controlled assessments, coursework or non-examination assessments to the awarding bodies, examiners or moderators in a timely way;
- failing to notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice;
- failing to conduct a thorough investigation into suspected examination or assessment malpractice when asked to do so by an awarding body;
- breaching the published arrangements for the release of examination results;
- the inappropriate retention or destruction of certificates.

Part 2 Candidate malpractice

For example:

- the alteration or falsification of any results document, including certificates;
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with other candidates, beyond what is permitted;
- copying from another candidate (including the use of technology to aid the copying);
- allowing work to be copied e.g. posting work on social networking sites prior to an examination/assessment;
- the deliberate destruction of another candidate's work;

- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information on-line;
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication;
- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;
- allowing others to assist in the production of controlled assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment;
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
- being in possession of unauthorised confidential information about an examination or assessment;
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);
- the inclusion of inappropriate, offensive, obscene, homophobic, transphobic, racist or sexist material in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
- plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing;
- theft of another candidate's work;
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches or other similar electronic devices;
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor;
- facilitating malpractice on the part of other candidates;
- behaving in a manner so as to undermine the integrity of the examination.

Appendix 5

Table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates

NOTE: In instances where the box is blank the penalty may be used.

NOTE: The structure of awarding bodies' qualifications can differ and therefore all the available penalties may not be relevant for every qualification.

Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4)	Loss of aggregation or certification opportunity (Penalties 5 – 9)
Introduction of unauthorised material into the examination room, for example:			
Own blank paper	used for rough work	used for final answers	
Calculators, dictionaries (when prohibited)	not used	used or attempted to use	
Bringing into the exam room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage	notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
Notes, study guides and personal organisers	notes irrelevant to subject	notes relevant to subject	notes relevant to subject and evidence of use
Mobile phone or other similar electronic devices (including iPod, MP3/4 player, Smartphone Smartwatch)	not in the candidate's possession but makes a noise in the examination room	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of it being used by the candidate
Standard penalties:			
1 warning;		6	disqualification from all units in one or more qualifications taken in the series;
2 loss of marks gained for a section;		7	disqualification from the whole qualification;
3 loss of all the marks gained for a component;		8	disqualification from all qualifications taken in that series;
4 loss of all the marks gained for a unit;		9	barred from entering for examinations for a set period of time.
5 disqualification from the unit;			

Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4)	Loss of aggregation or certification opportunity (Penalties 5 – 9)
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	minor non-compliance; e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance; e.g. refusing to move to designated seat; significant amount of writing after being told to stop	repeated non-compliance
Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	leaving examination early (no loss of integrity); removing script from the examination room, but with proof that the script has not been impaired; breaching supervision (candidate unaware of regulations)	removing script from examination room but with no proof that the script is safe; taking home materials	deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired
Disruptive behaviour in the examination room or assessment session (including the use of offensive language)	minor disruption lasting short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the room; taking another's possessions	warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property
Standard penalties:			
1 warning;		6	disqualification from all units in one or more qualifications taken in the series;
2 loss of marks gained for a section;		7	disqualification from the whole qualification;
3 loss of all the marks gained for a component;		8	disqualification from all qualifications taken in that series;
4 loss of all the marks gained for a unit;		9	barred from entering for examinations for a set period of time.
5 disqualification from the unit;			

Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4)	Loss of aggregation or certification opportunity (Penalties 5 – 9)
Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to):			
verbal communication	isolated incidents of talking before start of exam or after papers have been collected	talking during exam about matters not related to exam; accepting exam related information	talking about exam related matters during the exam; whispering answers to questions
written communication	passing written communications (notes) which clearly have no bearing on the exam	accepting exam-related information	passing exam related notes 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	isolated words or drawings, mildly offensive, inappropriate approaches or responses	frequent mild obscenities or drawings; isolated strong obscenity; isolated mild obscenities or mildly offensive comments aimed at the examiner or member of staff	offensive comments or obscenities aimed at a member of staff, examiner or religious group; homophobic, transphobic, racist or sexist remarks or lewd drawings
Standard penalties:			
1 warning;		6	disqualification from all units in one or more qualifications taken
2 loss of marks gained for a section;		7	in the series;
3 loss of all the marks gained for a component;		8	disqualification from the whole qualification;
4 loss of all the marks gained for a unit;		9	disqualification from all qualifications taken in that series;
5 disqualification from the unit;			barred from entering for examinations for a set period of time.
Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4)	Loss of aggregation or certification opportunity

				(Penalties 5 – 9)
Collusion: working collaboratively with other candidates beyond what is permitted	collaborative work is apparent in a few areas, but possibly due to teacher advice; candidate unaware of the regulations	collaborative work begins to affect the examiner's ability to award a fair mark to an individual candidate		candidates' work reflects extensive similarities and identical passages, possibly due to a deliberate attempt to share work
Plagiarism: unacknowledged copying from or reproduction of published sources (including the internet); incomplete referencing		plagiarism from published work listed in the bibliography or referenced; or minor amount of plagiarism from a source not listed in the bibliography or referenced		plagiarism from published work not listed in the bibliography or referenced; or plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography or referenced
Making a false declaration of authenticity		sections of work done by others, but most still the work of the candidate		most or all of the work is not that of the candidate
Copying from another candidate (including the misuse of technology)	lending work not knowing it would be copied	permitting examination script/work to be copied; showing other candidates the answers		copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy
Undermining the integrity of examinations/assessments				
The deliberate destruction of work		defacing scripts; destruction of candidate's own work		significant destruction of another candidate's work
The alteration or falsification of any results document, including certificates				falsification/forgery
Standard penalties:				
1	warning;		6	disqualification from all units in one or more qualifications taken in the series;
2	loss of marks gained for a section;		7	disqualification from the whole qualification;
3	loss of all the marks gained for a component;		8	disqualification from all qualifications taken in that series;
4	loss of all the marks gained for a unit;		9	barred from entering for examinations for a set period of time.
5	disqualification from the unit;			

Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4)	Loss of aggregation or certification opportunity (Penalties 5 – 9)
Misuse of, or attempted misuse of, assessment material and resources	attempting to source assessment related information online	accepting assessment related information without reporting it to the awarding body	misuse of assessment material or exam related information, including: attempting to gain or gaining prior knowledge of assessment information; improper disclosure (including electronic means); receipt of assessment information or removal of secure information from the examination room; facilitating malpractice on the part of others; passing or distributing assessment related information to others
Theft (where the candidate's work is removed or stolen)			taking somebody else's work (e.g. project/coursework) to pass it off as one's own
Personation			deliberate use of wrong name or number; impersonating another individual; arranging to be impersonated
Behaving in a way as to undermine the integrity of the examination/assessment			for example, attempting to obtain certificates fraudulently; attempted bribery; attempting to obtain or supply exam materials fraudulently
Standard penalties:			
1	warning;	6	disqualification from all units in one or more qualifications taken
2	loss of marks gained for a section;	7	in the series;
3	loss of all the marks gained for a component;	8	disqualification from the whole qualification;
4	loss of all the marks gained for a unit;	9	disqualification from all qualifications taken in that series;
5	disqualification from the unit;		barred from entering for examinations for a set period of time.

5. Candidate malpractice:

5.1 The alteration of any result document, including certificates

GCSE results slips

A GCSE candidate falsified her provisional statement of results by altering her grades for subjects with three awarding bodies. These were then presented to a college where she was hoping to do GCSE re-sits and AS levels. The enrolment officer reported that at a second meeting the candidate had brought in her correct results slips and said there had been a mix up with another candidate's slip (a false statement). The candidate initially denied falsifying her results but eventually confessed due to fear of her parents' reaction. The centre informed one of the three awarding bodies involved and that board informed the others.

Outcome: The first awarding body disqualified the candidate from all her GCSE examinations with that board and the other two awarding bodies followed suit. The candidate would not therefore receive a certificate from any awarding body.

5.2 A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations

GCE A Level Art and Design Externally Set Assignment

A head of department discovered that one sketchbook was missing from the teacher's store. It came to light that a candidate had removed his own sketchbook without permission after the deadline for completion. The candidate claimed this was due to a misunderstanding of deadline dates. Statements from the centre confirm that the information given to candidates about completion dates was clear, and given both orally and in writing. The sketchbook had been missing for four days.

Outcome: The candidate lost all of the marks gained for the component (penalty 3).

5.3 Failing to abide by conditions of supervision designed to maintain the security of the examinations or assessments

GCSE Design and Technology

The candidate left the examination hall at 9.45 a.m., 45 minutes after the start of the examination and 15 minutes before the time period in which candidates may be allowed to leave the examination room. As the candidate was no longer under direct centre supervision, this action had the potential to impair the integrity of the examination.

Outcome: The candidate was disqualified from the qualification as he had failed to abide by the conditions of supervision (penalty 7).

GCE A Level Media Studies

A candidate who had been permitted to complete her Media Studies examination after the scheduled time because of a timetable clash, broke the supervision arrangements before the examination. She briefly spoke to another candidate who had just completed the Media Studies examination.

Outcome: The candidate was disqualified from the qualification (penalty 7).

GCE A Level Economics and Religious Studies

The candidate was involved in a timetable clash and had to be supervised after the morning examination until the start of the afternoon examination, which was Religious Studies. The candidate misunderstood the instructions provided by the centre and left the room unsupervised. The candidate stated that he had not been in contact with any other candidate.

Outcome: The candidate was disqualified from the Religious Studies unit (penalty 5).

GCSE Mathematics

An invigilator suspected that a candidate had a mobile phone on their person which they denied. When asked by the examinations officer to surrender any phone in their possession, the candidate became extremely abusive and threatening, and refused to be searched and left the centre.

Outcome: The candidate was disqualified from the qualification (penalty 7).

GCSE French Listening

The centre reported that Candidate A had been given permission to complete the GCSE French Listening paper in the morning, rather than the afternoon, because of a timetable clash. While in isolation Candidate A used a mobile telephone to contact Candidate B, who had yet to sit the examination, and offered exam related information via text message. Candidate B accepted the offer and a further message from Candidate A contained information relating to the examination.

- Outcomes:
- (a) The awarding body decided that Candidate A had deliberately broken clash supervision by using a mobile telephone while in isolation to disclose exam related information to a fellow candidate. As a result, Candidate A was disqualified from all qualifications taken in that series (penalty 8).
 - (b) Candidate B was disqualified from the qualification for undermining the integrity of the qualification and gaining prior knowledge of examination information (penalty 7).

5.4 Collusion: working collaboratively with other candidates, beyond what is permitted

GCSE Information Studies

The moderator reported that the coursework of all six candidates from one centre contained identical material. The tutor stated that although some students had shared a computer, he was confident that all had worked individually. He suggested that the tasks were tightly prescribed and therefore inevitably produced identical results. Each candidate denied wrongdoing. The awarding body agreed that the identical material found in the candidates' work was probably the result of candidates sharing their work on disks over a period of time, during the various stages of its production. As the work submitted did not permit the examiner to form a judgement on the individual abilities of the candidates, it could not be accepted.

- Outcomes:
- (a) The candidates were not awarded any marks for this component (penalty 3).
 - (b) The awarding body expressed its disappointment that the teacher had signed a declaration of authenticity when there were clear instances of identical work being submitted.

GCE A Level Design and Technology

A moderator reported similarities between two candidates' coursework. The centre discovered two identical files in the candidates' computer folders but, in the opinion of the Head of Technology, any similarities were not evidence of malpractice in this case. When interviewed, both candidates admitted working closely together but with no intention to cheat. The awarding body agreed that the candidates had collaborated on this project to an inappropriate extent.

- Outcomes:
- (a) It was not possible to award a mark which discriminated between the abilities of the candidates. As a result, no marks could be awarded to either candidate for this unit (penalty 4).
 - (b) The awarding body required the centre to contact the subject officer for advice on the permitted level of collaboration.

5.5 Copying from another candidate (including the use of ICT to aid the copying)

Word Processing

In a Word Processing examination the examiner noted that two candidates had produced identical errors in a document. The candidates and the centre denied any malpractice. The awarding body decided that the evidence clearly pointed to the fact that copying had taken place between the candidates.

- Outcomes:
- (a) Both candidates were disqualified from the qualification (penalty 7).
 - (b) The centre was required to review its procedures relating to the conduct of examinations.

GCSE Biology

The moderator discovered similar and identical passages in the work of two candidates which led him to suspect that Candidate A had copied the work of Candidate B. Candidate B admitted he had shown his work to Candidate A to 'help him to see how to approach the problem'. Candidate A had promised not to copy the work but, in the event, had copied much of the content and submitted it as his own work.

- Outcome:
- Candidate A was disqualified from the whole qualification (penalty 7).
 - Candidate B lost all his marks for the component (penalty 3) for assisting the copying.

GCSE Design and Technology: Product Design

The centre reported that, after the candidate had signed the authentication form, his coursework was found to contain practical and written/graphic work that had not previously been seen by a teacher. The candidate admitted to copying his sister's work.

Outcome: The candidate was disqualified from the qualification (penalty 7).

GCE A Level Chemistry

An examiner suspected that Candidate A had copied an answer in his script from Candidate B sitting next to him. Candidate A admitted that this was the case.

Outcomes: (a) Candidate A was disqualified from the qualification (penalty 7).

(b) No action was taken against Candidate B.

GCE A level Mathematics

The examiner reported that some answers in the scripts of two candidates were similar. Candidate A admitted to turning round and looking at some of the answers on the script of Candidate B.

Outcome: Candidate A was disqualified from the qualification (penalty 7).

GCE A Level Physical Education

A moderator reported that two candidates submitted coursework assignments which contained an identical essay on information processing, the only difference being the order of two paragraphs. On investigation Candidate A admitted to copying sections of Candidate B's work and submitting it as his own. Candidate A had lifted the main paragraphs, changed the order and used them in his own work without the knowledge of Candidate B.

Outcome: Candidate A was disqualified from the qualification (penalty 7).

5.6 Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)

GCSE ICT

The centre reported that a candidate attempted to be disruptive during the examination. The candidate was turning round and gesturing to a friend who was ignoring her.

Outcome: This was regarded as minor disruption and the candidate was given a warning (penalty 1).

GCSE Art and Design

The centre reported that a candidate disrupted the examination by throwing a pencil at another candidate three desks away. The candidate admitted throwing objects twice during the examination. When he was asked to leave the room he became difficult, but did eventually leave.

Outcome: The candidate lost all his marks for the component (penalty 3).

GCSE Business Studies

Before the end of the examination the candidate took out his mobile phone and started to use it. The invigilator asked the candidate to switch off the phone. The candidate refused and became abusive, confrontational and threatening towards the invigilator.

Outcome: The candidate was disqualified from the whole qualification (penalty 7) and barred from sitting any examinations with the awarding body for one year (penalty 9).

GCSE Mathematics

A candidate received four warnings early on in the examination for talking, swearing, shouting out and putting his walkman on. As he was seriously disturbing the other candidates, he was then asked to leave the room by the invigilator but insisted on having his walkman back. He picked up his walkman and pushed violently past the invigilator. This resulted in her being pushed over a desk and falling to the floor, injuring her head and elbow in the process. The invigilator was upset and unable to continue with her duties. The school reported that the candidate had a history of aggressive anti-social behaviour.

- Outcomes:
- (a) The candidate was disqualified from all his qualifications taken in that series and he was barred from entering examinations with that awarding body for two years.
 - (b) The other awarding bodies were notified (penalties 8 and 9).

5.7 Disruptive behaviour in the examination room by a group of candidates

GCSE English

Seven candidates were involved in causing disruption during a GCSE English examination. The appropriate warning notices had been displayed and candidates had been advised of the examination regulations prior to the start of the examination. Three of the candidates continued to disrupt the examination despite being warned by an invigilator. The other four candidates were involved in the disruption to a lesser extent. The candidates declined to make written statements when given the opportunity to do so. The school explained that the candidates had been 'unsettled' by a late change to the examination location.

Outcome: Three of the candidates were disqualified from GCSE English. The four candidates involved to a lesser extent were given a warning.

5.8 Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to) by means of talking, written or non-verbal communication

GCSE English Literature

The centre reported that four candidates were talking at various stages during the examination. What they said was not clearly heard, but one candidate claimed he was asking for a pen.

Outcome: The candidates' marks for the component were reduced to zero (penalty 3).

GCSE Design Technology

The invigilator reported that a candidate had attempted to show his answer paper to another candidate. The candidate declined to make a statement.

Outcome: The candidate was disqualified from the qualification (penalty 7).

5.9 The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessment, coursework or portfolios

GCSE Mathematics

The examiner reported that the candidate had written a large number of offensive comments throughout their script. Upon review, the comments were found to contain inappropriate language and comments of an offensive nature.

Outcome: The candidate was awarded a mark of 0 for the paper (penalty 4).

GCSE Design Technology

The candidate's script contained several obscene comments including one specifically aimed towards the examiner, as well as a reference to drugs.

Outcome: The candidate was disqualified from the qualification (penalty 7).

5.10 Plagiarism: unacknowledged copying from published sources; incomplete referencing

GCSE Music

The centre reported that a candidate had attempted to present a professionally produced and recorded performance of a copyrighted piece of music as her own performance. The centre refused to accept the work because it could not be authenticated. The candidate admitted the offence.

- Outcomes:
- (a) The awarding body concluded that the centre had dealt with the matter appropriately in rejecting the submitted work. The centre was reminded that any consequences for the candidate arising from the submission of a plagiarised piece of controlled assessment before it was authenticated were an internal disciplinary matter.
 - (b) A second piece of work submitted by the centre on behalf of the candidate was accepted.

GCE A Level Psychology

An examiner reported that a candidate's coursework contained material which had been copied from a number of sources not listed in the bibliography, including the Internet. The candidate admitted failing to acknowledge the copied material and apologised for not having taken note of briefings on the dangers of plagiarism. The candidate had experienced significant and serious problems in her home circumstances whilst working on the coursework.

Outcome: The awarding body decided that the candidate's problems at home amounted to unusually significant mitigating circumstances. As a result, the candidate's marks for the unit were removed (penalty 4), rather than disqualification from the whole subject (penalty 7).

GCE A Level History

The moderator found extensive passages in the candidate's coursework had been taken from a recently published A Level textbook which had been listed in the bibliography. The candidate admitted breaching examination rules.

Outcome: The candidate was disqualified from the qualification (penalty 7).

5.11 Theft of another candidate's work

GCE Design & Technology

Several weeks prior to the due date Candidate A informed his teacher that his coursework had been stolen. Four days before the deadline, however, he managed to hand in his coursework. Members of staff quickly realised that the piece submitted was that of another pupil, Candidate B. Candidate A admitted that the work he handed in was not his.

- Outcomes:
- (a) The awarding body agreed that Candidate A had stolen an artefact made by Candidate B and thereby potentially damaged candidate B's chances in this subject. The normal penalty for this offence is disqualification from all subjects in the series (penalty 9). In this case, however, there was evidence that the candidate had done some work of his own. There was also a question about the security of the work in the centre.
 - (b) Candidate A was disqualified from this subject only (penalty 7). The centre was reminded that when work is stolen the correct procedure is to apply for special consideration for the candidate affected.

NVQ in Hairdressing

An assessor reviewing evidence presented by Candidate A noticed that correction fluid had been used to cover the original name and Candidate A's name had been inserted. This discovery was made before any certification claims for the candidate had been made. However, the candidate had signed the NVQ unit declaration of authenticity.

Candidate A had originally said the evidence was hers. When the matter was investigated by the centre, however, she admitted she had stolen it from Candidate B. Candidate A had been sitting next to Candidate B. Candidate B briefly left the room, her portfolio was on her desk and Candidate A took evidence from it. Candidate B, who had already been assessed by the time the theft was committed, was not implicated.

- Outcomes:
- (a) All the stolen evidence was destroyed by the centre.
 - (b) Candidate A was not permitted to undertake any further assessment at the centre for a specific period of time (penalty 9).

5.12 Bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar electronic devices

GCSE Business Studies controlled assessment unit

A centre submitted Form JCQ/M1 reporting that during the GCSE Business Studies controlled assessment unit, the candidate contravened controlled assessment regulations by using a mobile phone during the assessment. (This controlled assessment is set at a high level of control.)

Outcome: The centre was given the following guidance: either to give the candidate a second opportunity to re-sit a different controlled assessment task, (if available) before they submitted the work for moderation, penalise the candidate or to let the awarding body make a decision.

GCSE Art & Design

The centre submitted Form JCQ/M1 reporting that during the Art & Design examination a mobile phone was found to be in the candidate's possession in the examination room.

Outcome: The candidate was awarded a mark of zero for the unit.

GCSE Mathematics

Despite having been reminded of the regulations before the start of the examination, a candidate was found to be using a personal organiser/calculator with a QWERTY keyboard. The memory was blank.

Outcome: The candidate lost all his marks for the component (penalty 3).

GCSE ICT

The candidate was discovered listening to a MP3 player 35 minutes into the examination. The candidate claimed not to know the rule forbidding the use of such equipment. The examinations officer confirmed it contained only music.

Outcome: The candidate's marks for that component were reduced to zero (penalty 3).

GCSE History

The candidate had permission to use a laptop for the completion of all of his examinations. During an examination the candidate was observed using a memory stick which he had inserted into his laptop. The memory stick was confiscated approximately 30 minutes into the examination and found to contain a large amount of material relating to the GCSE History examination.

Outcome: The candidate was disqualified from the subject (penalty 7).

GCSE English Literature

The centre reported that three candidates had taken their study guides into the examination room in place of the permitted texts. The candidates claimed that they took the incorrect book in, thinking that it was permitted.

Outcomes:

- (a) The candidates' marks for the component were reduced to zero (penalty 3).
- (b) The awarding body expressed concerns about the standard of invigilation at the start of the examination.

GCE A Level Irish

The invigilator reported that the candidate was in possession of a ruler which had writing on it. The candidate claimed the writing was a pattern. The ruler was removed from the candidate and verified by the head of centre as being unauthorised information relevant to the examination.

Outcome: The candidate was disqualified from the qualification (penalty 7).

GCSE Business Studies

The invigilator observed the candidate using unauthorised material in the form of small 'flash cards' with a print size less than 2mm. The notes were removed from the candidate. When being interviewed after the examination additional notes were discovered in the candidate's shoe as a result of information received from other candidates.

Outcome: The candidate was disqualified from the whole qualification (penalty 7).

GCE A Level Law

During the Unit 4 examination the candidate was seen using study notes. He was escorted from the examination room and the unauthorised material was removed from him. While being taken back to the examination room the candidate handed the invigilator additional unauthorised material. During the Unit 5 examination the candidate was again observed referring to study notes. The candidate's personal statement referred to distressing personal circumstances. No supporting evidence was provided by the college.

- Outcomes:
- (a) The awarding body disqualified the candidate from all qualifications taken in that series i.e. GCE A Level Law and A Level Sociology.
 - (b) In addition it was decided that the candidate would receive a one-year ban on entering for further examinations (penalties 8 and 9).

GCE A Level Economics

A candidate brought a mobile phone into the examination room which rang in his jacket pocket. The candidate said it was the alarm and he did not know it would go off, as it was a new phone. Candidates had been warned prior to the start of the examination to leave all mobile phones outside the examination room.

Outcome: The candidate's marks for the unit were reduced to zero (penalty 4).

GCSE History

The invigilator reported that the candidate had been in possession of a mobile phone during the examination and it contained information which was relevant to the examination. The centre confirmed that warnings had been given prior to the commencement of the examination regarding mobile phones. The candidate admitted using a mobile phone during the examination.

Outcome: The candidate was disqualified from the whole qualification (penalty 7).

GCSE Mathematics

The candidate was found to be using a mobile phone as a calculator during the examination. The candidate denied this and claimed he was just turning the phone off when it was discovered.

Outcome: The candidate was disqualified from the whole qualification (penalty 7).

GCSE Biology and GCSE Chemistry

A candidate posted a picture on social media of writing on their arm and indicated on the caption that the question on the GCSE Biology examination was what he had written on his arm. This was identified as part of the awarding body's social media monitoring. The school investigated the matter and interviewed the candidate at the end of his next examination, GCSE Chemistry. The candidate was found to have on his person a mobile phone and Chemistry notes.

Outcome: The candidate was disqualified from both examinations for the introduction of unauthorised notes into the examinations in a deliberate attempt to gain an advantage, as well as being in possession of a mobile phone during an examination.

5.13 Behaving in a manner as to undermine the integrity of the examination

GCE A Level Biology

The centre reported that during the examination Candidate A had asked to go to the toilet and had been escorted there. An inspection of the toilets, after he had resumed the examination, revealed examination-related notes and a copy of the text-book. Candidate B then asked for permission to go to the toilet and was escorted there; by this time the material had been removed. Candidate A admitted that the notes were his but did not know how they had got into the toilet and he denied using them.

Outcomes:

- (a) The awarding body decided that Candidate A had been guilty of breaking the regulations by consulting notes relevant to the examination. He was disqualified from the qualification (penalty 7).
- (b) No action was taken in respect of Candidate B.

GCSE English Literature

A single re-sit candidate convinced a new invigilator that they were allowed their own (annotated) copy of a text book. The book contained detailed notes. The candidate had sat the examination previously and had been told on numerous occasions that they could not take their own text books into the examination.

Outcomes:

- (a) The candidate was disqualified from the qualification (penalty 7).
- (b) The centre was instructed that the invigilator must be fully re-trained before they are allowed to invigilate an examination again.

5.14 The misuse of, or attempted misuse of, examination materials and resources

GCE A Level Sociology

Multiple candidates conspired on a social media chat group to conceal a phone on one candidate who was sitting her examination in an earlier session due to a timetable clash. The candidate texted a friend the question topics whilst on a toilet break during the morning session. Her friend passed this information on to the social media chat group. One candidate from this chat group in turn passed this information onto another social media group.

- Outcomes:
- (a) Those candidates who facilitated malpractice on the part of others were disqualified from all of their qualifications taken with the awarding body in that examination series.
 - (b) Those candidates who conspired to commit malpractice and were in receipt of assessment related information without reporting it to the awarding body were disqualified from their A Level Sociology examinations taken in that series.

5.15 Exchanging, obtaining, receiving or passing on information which could be assessment related

GCE A Level Psychology

The awarding body was provided with electronic evidence that a candidate was in receipt of assessment related information which had been sent to her on social media. The candidate had commented on the information received but had not reported it to the awarding body or any member of staff at her centre.

- Outcome: The candidate received a mark of zero for the questions that she had received information of on social media.