



**This notice has been produced on behalf of:**

**AQA, City & Guilds, CCEA, OCR, Pearson and WJEC**

## **Notice to Centres**

### **Responsibility of heads of centre to report malpractice**

The JCQ would like to take this opportunity to remind heads of centres that they have a responsibility to report to the relevant awarding body all alleged, suspected or actual incidents of malpractice involving candidates, teachers, invigilators or other administrative staff.

This responsibility is set out in detail in the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures*, which states:

**Heads of centre must notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice. The only exception to this is candidate malpractice discovered in controlled assessments, coursework or non-examination assessment before the authentication forms have been signed by the candidate.**

This document details the procedures to be followed when malpractice is alleged, suspected or discovered, lists examples of malpractice and the penalties for infringements of examination regulations.

It further states that failing to report all alleged, suspected or actual incidents of malpractice in examinations and assessments to the appropriate awarding body is in itself malpractice. This may result in sanctions being applied against the head of centre and/or the centre.

Awarding bodies appreciate the co-operation of all centres in reporting alleged, suspected or actual incidents of malpractice. This co-operation is essential in guaranteeing the fairness of the public examinations system for all.

The above JCQ publication can be downloaded from the JCQ website at:  
<http://www.jcq.org.uk/exams-office/malpractice>