

24 Malpractice

24.1 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.

The invigilator must record what has happened.

24.2 Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination. If necessary, the invigilator should summon assistance.

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

Form JCQ/M1 - *Report of suspected candidate malpractice* and/or Form JCQ/M2 - *Notification of suspected malpractice/maladministration involving centre staff* must be completed where appropriate:

<http://www.jcq.org.uk/exams-office/malpractice>

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.

24.4 The head of centre has a duty to monitor and report potential malpractice by invigilators and centre staff to the awarding body immediately.

24.5 Where candidates commit malpractice, the awarding body may decide to penalise them, which could include disqualification.

Candidates should be warned of the possible penalties an awarding body may apply as detailed in the JCQ document *Suspected Malpractice: Policies and Procedures, 1 September 2023 to 31 August 2024*:

<http://www.jcq.org.uk/exams-office/malpractice>

24.6 In cases of suspected malpractice, examination scripts must be packed as normal (see section 28) and Form JCQ/M1 or Form JCQ/M2 must be submitted separately to the relevant awarding body.