



Policy: Inappropriate Candidate Behaviour Procedure (Misconduct)

St John's Catholic Comprehensive School

Excellence for all

Service to others

Inspired by Christ

1.1 Definition of inappropriate candidate behaviour

Inappropriate behaviour is any behaviour deemed to compromise the smooth delivery or undermine the integrity of an examination.

Inappropriate behaviour (before, during or after the examination) includes, but is not confined to the following:

- Talking to, copying from, or in any way colluding with another candidate in the examination room
- Possessing unauthorised material (mobile phones, books, notes, documents etc.) in the examination room.
- Removing unauthorised material from the examination room (question papers, answer books, scrap paper etc.).
- Failing to abide by the instructions of an invigilator.
- Failing to adhere to the school and JCQ regulations.
- Impersonating another candidate for the examination.
- Disruptive and / or aggressive or abusive behaviour.
- Disclosing examination content after the examination.
- Altering or creating result documents including certificates.
- Acting in any way, either intentionally or otherwise, that compromises or threatens to compromise the integrity of any examination.
- Refusal to comply with a reasonable request to empty pockets.

1.2 In the event that inappropriate behaviour is suspected

The presumption is that the candidate is innocent unless appropriate evidence and due process shows the candidate has demonstrated inappropriate behaviour. Examination invigilators carry out careful monitoring and observation throughout each examination. Candidate behaviour considered to be suspect or inappropriate is recorded and logged during the exam for subsequent investigation. In the case of abusive or disruptive behaviour the examination may be terminated and the candidate escorted from the premises.

1.3 Investigation

- St John's Catholic Comprehensive School requires its invigilators to complete a report detailing the inappropriate behaviour, action taken and candidate's response. A warning will be given to the candidate that the episode will be reported to the school Examination Manager.
- If the Examination Manager considers that there is substantive evidence an investigation will commence.
- A letter will be sent to the candidate setting out the evidence and requesting a response. The candidate will be allowed 2 weeks to respond to the letter. Candidates who fail to respond to the Examination Manager's initial letter will receive a further letter advising them that unless they respond within 1 week, they will not receive their examination results and the Examination Manager will conclude the investigation.
- Examination results will not be released to a candidate under investigation and they will also not be allowed to book into any further examinations until the conclusion of the investigation.
- Once the Examination Manager has concluded the investigations, the candidate will receive the outcome in writing.

- Where it is deemed the candidate has been un-cooperative in the investigations conducted by the Examination Manager, the Examination Manager will conclude the investigations on this basis and the candidate will receive the outcome in writing.
- A refusal to comply with a reasonable request to empty pockets will be seen as a failure to co-operate; in this instance the candidate's test result will be invalidated and the candidate may not be allowed to sit an examination for a period of 3 months. The candidate will receive written notification.

1.3 The candidate will have the right to appeal.

1.4 St John's Catholic Comprehensive School's response/penalties

In the event that the inappropriate behaviour is substantiated, the following penalties may be implemented:

- Issue of warning
- Imposition of special conditions for any subsequent sittings of the same or different examinations at a cost to the candidate
- Invalidation of the test result for the examination.
- Suspension of the candidate from sitting any examination for a set period of time.
- Suspension or exclusion from St John's Catholic Comprehensive Secondary School.

1.5 Formal appeal

Candidates who have been deemed to have been unco-operative in the investigations will not be entitled to the formal appeal procedures.

Where a candidate has co-operated and has been through the misconduct investigation process but remains dissatisfied with the outcome, they may lodge a formal appeal to the school governing body on the following grounds only:

- Where there is demonstrable and clear evidence of malpractice, a candidate may only appeal the severity of the penalty imposed.
- Where the candidate feels the evidence is not substantive, the candidate may appeal both the judgement and the severity of the penalty imposed.

Appeals will only be considered:

- If the appeal request is submitted within two weeks of receipt of the misconduct investigation outcome response.

1.5 Submitting an Appeal

Appeals must be submitted by letter detailing the candidate's case. Appeals will be acknowledged within 5 working days by post. If you do not receive a response within 5 working days, please contact the Examination Officer to ensure your appeal has been received.