

5.6.1 Candidate malpractice

The following are examples of malpractice by candidates. This is not a complete list:

- bringing unauthorised materials into the exam room or accessing unauthorised materials during the exam. See section 5.1.8.2
- disruptive behaviour in the exam room (including talking or attempting to talk to other candidates and/or using offensive language)
- copying from another candidate
- collusion
- plagiarism: not giving sources and/or submitting another person's work as if it is their own
- looking for, getting, receiving, exchanging or passing on confidential or fake exam material in any way

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- not following an invigilator's instructions
- not following supervision rules designed to keep the exams secure
- stealing another person's work
- deliberately destroying another person's work
- including threatening, offensive or obscene material in scripts or coursework
- impersonation: pretending to be someone else, or arranging for another person to take their place in an exam
- altering, falsifying or misrepresenting any results information, including certificates
- behaving in a way that undermines the integrity of the exam.

5.6.8 Outcomes

(a) All outcomes will be justifiable and reasonable.

(b) We may:

- take no further action
- give a warning to candidate(s) and/or the centre staff
- deduct marks or award no marks for a component
- ~~disqualify candidates from the subject (in serious cases this may extend to all subjects taken in the series)~~
- ~~ban a candidate from entering our exams for up to five years~~
- ban members of staff from any involvement in administering our exams for a specified period of time
- not allow your centre to make entries for specific exams
- remove your centre status and terminate our Agreement with you; see section A14.

(c) ~~We can apply outcomes not listed above.~~

(d) If we decide **malpractice** has occurred but cannot decide who was responsible, we may not accept the work submitted and/or issue the relevant results.

(e) We will write to the Head of Centre with the outcome.

(f) When the Head of Centre has received our outcome they can decide whether to take further action with their candidate(s) and/or staff.

(g) Some outcomes will mean that components do not qualify for enquiries about results. We will confirm this in our outcome letter.

(h) We will do our best to make sure candidates are neither advantaged nor disadvantaged by centre staff **malpractice**. In some cases we may not be able to issue results.

(i) Centres should keep records of **malpractice** outcomes for future reference. Where appropriate, redacted versions of these should be shared with new members of staff, including centre leadership and management, and exam teams, such as a new Head of Centre or exams officer.