

SUSPECTED MALPRACTICE: CANDIDATE NOTIFICATION FORM

Date		Candidate Name	
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This notification is to inform you/confirm to you [insert as/if relevant to the candidate, and your parent/carer/appropriate adult] that an alleged, suspected or actual report of malpractice has been made against you.

Details of the allegation / incident

Type of offence

As an approved examination centre, [insert centre name] is required to follow the policies and procedures in the JCQ **Suspected Malpractice: Policies and Procedures** publication available here www.jcq.org.uk/exams-office/malpractice.

As stated in this publication (section 4.1), the head of centre **must** notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice.

Enclosed [Attached (if sending this notification by email)] you are provided with:

- a copy of the form **JCQ/MI** which will be used to report the allegation/incident to the awarding body supported by copies of any supporting evidence, where relevant
- details of (section 5.33) **Rights of the accused individuals** taken from the publication referenced above

As further stated in this publication (sections 7, 10), awarding bodies will impose sanctions on individuals found guilty of malpractice where appropriate. You may therefore also want to refer to Appendix 6 (**Indicative sanctions against candidates**) of this publication.

The awarding body will not communicate with you directly unless particular circumstances warrant this. Once a decision has been made, it will be communicated in writing to the head of centre as soon as possible (section 11).

On receiving communication from the awarding body, the head of centre will communicate the decision to you and pass on details of any sanction(s) and action imposed on you, together with information on the process for submitting an appeal, where relevant.

It should be noted that awarding bodies may share information relating to a serious case of malpractice with the regulators, other awarding bodies, and other appropriate bodies in accordance with sections 11.2-3 of the JCQ publication referenced above.

Please read through all the information provided to you. If anything is unclear, please contact [insert name and/or job title and relevant contact details].

Enclosures [Attachments]:

Copy of form **JCQ/MI** (and supporting evidence where relevant)
Details of **Rights of the accused individuals**

The information below was taken directly from the JCQ publication **Suspected Malpractice: Policies and Procedures** (1 September 2023 to 31 August 2024) on 04/10/2023.

Rights of the accused individuals – information gathering

5.33 If, in the view of the information-gatherer, there is sufficient evidence that an individual may have committed malpractice, that individual (the candidate or the member of staff) must:

- be informed (preferably in writing) of the allegation made against them;
- be provided with a copy of the JCQ document *Suspected Malpractice: Policies and Procedures*: <http://www.jcq.org.uk/exams-office/malpractice>;
- be made aware of all evidence that has been obtained during the investigation which supports the allegation;
- know the possible consequences should malpractice be proven (as set out in appendices 4–6);
- have the opportunity and sufficient time to consider their response to the allegations;
- be given an opportunity to submit a written statement in response to the allegations;
- be provided with a complete set of case documentation, in the event of the case being referred to the awarding body's Malpractice Committee;
- be informed that in the event that the case is referred to the awarding body's Malpractice Committee, they will:
 - be provided with a complete set of case documentation
 - have the opportunity to read, and make a statement in response to, the case documentation
 - have the opportunity to seek professional advice and to provide a supplementary statement;
- be made aware of their right to appeal should a sanction be applied to them (as set out in the JCQ document *A Guide to the Awarding Bodies' Appeals Processes*): <http://www.jcq.org.uk/exams-office/appeals>