



Inspire Education Trust

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Managing Behaviour Policy (Exams) 2025-2026

Blue Coat CE Secondary School

Policy Date: September 2025

Review Date: September 2026

Document History

Version	Status		Date	Author	Summary Changes
V1			11/09/2024	Kelly Jobson	New Policy
V2			11/09/2025	Kelly Jobson	Updated to reflect JCQ changes which are summarised at the bottom of the document

This policy is reviewed and updated annually to ensure that candidate behaviour in the examination room at Blue Coat School is managed in accordance with current requirements and regulations.

References in this policy to GR, ICE and SMPP refer to the JCQ documents General Regulations for Approved Centres, Instructions for conducting examinations and Suspected Malpractice: Policies and Procedures.

1. Purpose of the Policy

To confirm that candidate behaviour in the examination room at Blue Coat School is managed in line with JCQ regulations and reflects the most recent updates for the 2025–2026 academic year.

2. Briefing Candidates

To ensure candidates are aware of the required standards of behaviour, Blue Coat School will:

- Distribute JCQ Information for Candidates documents (coursework, NEAs, onscreen tests, social media, written exams) to all candidates electronically or in hard copy before assessments/exams.
- Ensure candidates are made aware of the JCQ Unauthorised Items and Warning to Candidates posters.
- Brief candidates on what they must and must not do during written exams, onscreen tests, coursework, and NEAs.

3. Delivery Method at Blue Coat School

A special assembly led by Alex Tomlinson (Senior Deputy Head) and supported by Kelly Jobson (Exams Officer). Candidates receive a handbook and are shown JCQ posters. Malpractice and its consequences (including disqualification) are explained clearly.

4. Candidate Malpractice

Definitions from JCQ Suspected Malpractice: Policies and Procedures (SMPP):

- **Malpractice:** Any act, default, or practice that breaches JCQ regulations.
- **Suspected Malpractice:** All alleged or suspected incidents.
- **Candidate Malpractice:** Includes misconduct during exams, coursework, NEAs, and portfolio preparation.

Failure to report malpractice is itself malpractice.

5. Instructions for Conducting Examinations – Malpractice in the Exam Room

Blue Coat School applies the following JCQ requirements:

- Candidates are under formal exam conditions from entry to exit of the exam room.
- No communication or disturbance is allowed once inside.
- Question papers must not be opened until the exam begins.
- Disruptive candidates are warned and may be removed.
- All suspected/actual malpractice must be reported immediately using JCQ/M1.
- Scripts are packed as normal; JCQ/M1 is submitted separately.

6. Roles and Responsibilities

Invigilators

Remain vigilant for signs of malpractice.

Warn disruptive candidates and record incidents.

Exams Officer

Distributes JCQ candidate documents and ensures posters are displayed.

Supports invigilators and ensures JCQ/M1 is completed when needed.

Head of Centre

Removes candidates if disruption continues.

Reports all cases of suspected/actual malpractice using JCQ/M1.

Senior Leaders

Support exams staff in managing disruptive candidates.

Initiate internal disciplinary procedures where appropriate.

7. Examples of Candidate Malpractice

Breaches of Examination Conditions

- Minor non-compliance: Sitting in a non-designated seat, continuing to write briefly after being told to stop.
- Major non-compliance: Refusing to move seats, significant writing after time is called.
- Failure to Abide by Supervision Conditions
- Leaving early (no loss of integrity).
- Removing scripts with or without proof of tampering.
- Breaking timetable clash supervision arrangements.
- Disruptive Behaviour
- Minor: Calling out, turning around, short disruptions.
- Major: Offensive language, repeated disruption, physical aggression, removal from room.
- Exchange of Information
- Verbal: Talking before/after exams, whispering answers.
- Written: Passing notes, swapping scripts, helping others.
- Offences in Candidate Work
- Offensive Content: Inappropriate language, drawings, discriminatory remarks.
- Plagiarism: Unacknowledged copying from internet or AI tools, poor referencing, use of unlisted sources.
- (Examples taken from SMPP Appendix 6)

8. Summary of JCQ Changes Reflected (2025-2026)

- Removed reference to the JCQ candidate privacy notice, which no longer exists.
- Updated definition of Candidate Malpractice to reflect JCQ's revised wording.
- Clarified ICE 19.1: Candidates must not open question papers before the exam begins.
- No centre-specific changes were required following the September 2024 review.

Reviewed by:

Kelly Jobson

September 2025

Next Review Date:

September 2026

Approved by Directors:

1 December 2025

Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards