



Dear Parents / Carers /Students

I am writing to you as Head of Centre to share key information from JCQ.

As the forthcoming mocks approach, it is important that students are aware of the regulations set forth by JCQ in order to adequately prepare them for the summer exams.

According to the JCQ regulations, it is my responsibility to report any alleged, suspected, or actual incidents of malpractice involving candidates to the relevant awarding body. This responsibility is outlined in detail in the JCQ publication titled "Suspected Malpractice in Examinations and Assessments: Policies and Procedures." The publication emphasizes that heads of centres must immediately notify the appropriate awarding body of any instances of malpractice.

The aforementioned publication provides comprehensive guidance on the procedures to be followed when dealing with alleged, suspected, or discovered malpractice. It also includes examples of malpractice and outlines the penalties for violations of examination regulations. It is crucial for all centres to cooperate with awarding bodies in reporting such incidents, as this cooperation ensures the fairness of the public examination system for all.

To access the JCQ publication, please visit the JCQ website at [Malpractice\\_Sep23\\_FINAL.pdf](#) ([jcq.org.uk](http://jcq.org.uk))

In order to ensure that our students are well-informed about exam expectations, we have conducted assemblies on this matter. Additionally, we will be conducting a reminder assembly to reiterate the regulations prior to the external exams. It is essential for students to understand the implications of engaging in malpractice and how it can impact their future. This applies to both examinations and non-examination assessments (coursework). Students will be required to sign a declaration confirming the authenticity of their submitted coursework.

If you or your child have any questions or concerns, please encourage them to speak to Mrs. Allitt, who will be more than happy to assist.

Thank you for your attention to this matter.

Yours faithfully

**Mrs A Moise-Dixon**  
Headteacher