



CCS Training Ltd

**CCS TRAININGMALCAN1 – Suspected student malpractice**

**Confidential**

This form is to be used by centres to report instances of suspected student malpractice

<b>Centre number</b>	
<b>Centre name</b>	
<b>Centre Address</b>	
<b>Name of head Of centre</b>	
<b>Telephone number</b>	

<b>Date and time of incident</b>	
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<b>Student number</b>	<b>Student name</b>

<b>Details of examinations involved</b>	
Qualification code	Qualification title

<b>NAME(S) of invigilator / or other witness</b>	<b>Role</b>

**Complete sections A, B, C and D as indicated**

**Section A – Describe the nature of the suspected student malpractice including details as to how it was discovered by whom and when**

**Section B – Describe how the student was made aware of the examination regulations**

**Name and position:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Section C – Examinations**

<b>Was the <i>Warning to students</i> displayed outside the examination room?</b>	<b>YES</b>
	<b>NO</b>
<b>Had the student(s) been issued with a copy of the <i>Information for students</i>?</b>	<b>YES</b>
	<b>NO</b>
<b>Were students reminded of examination regulations at the beginning of this particular examination?</b>	<b>YES</b>
	<b>NO</b>

**Section D**

<b>If the incident involves disruptive behaviour, did the student's behaviour cause disturbance to other students?</b>	<b>YES</b>
	<b>NO</b>

**If the answer to the above question is yes and you wish to request special consideration for other candidates, please submit an application for special consideration in the normal way**

<b>If the incident involves the introduction of unauthorised material, is the unauthorised material enclosed?</b>	<b>YES</b>
	<b>NO</b>

**If the answer to the above question is no, please give details below of the nature of the unauthorised material**

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**If the case involves plagiarism please provide full details (i.e: title, author, edition, website etc) of the material plagiarised and includes copies if possible**

**If there are any other details you feel are relevant to this allegation, including mitigating circumstances, please give further information below**

## SUPPORTING EVIDENCE

Please indicate below the supporting evidence submitted with this report. All relevant information and materials MUST be submitted at this time. Evidence submitted subsequently may not be considered.

(If submitting this form by e-mail please ensure that all supporting documents are scanned and attached (preferably as PDF documents) to the same email)

Evidence submitted with this form	
Statement from invigilator	
Statement from trainer	
Statement from examinations officer	
Statement from student(s)	
Statement from employer	
Seating plan of examination room	
Unauthorised material removed from student(s)	
Copies of sources of plagiarised material	
Other – please provide details	

If statement(s) from the student(s) is/are not enclosed, please put a cross in this box to indicate that the student(s) has/have been given the opportunity to make a statement, but has/have chosen not to do so.

### To be completed by the head of centre

<b>NAME (PLEASE PRINT)</b>		<b>TEL. NO</b>	
<b>SIGNATURE *</b>		<b>DATE</b>	

Submission by e-mail from the centre's registered email address will be accepted in place of a signature

This form must be used by the head of the centre to notify CCS TRAINING of an instance of suspected candidate malpractice in the conduct of examinations. It can also be used to provide a report on investigations into instances of suspected malpractice.

**In order to prevent the issue of erroneous results and certificates, it is essential that CCS TRAINING is notified of instances of suspected student malpractice as soon as possible.**

Reports on investigation from centres MUST include:

- A detailed account of the circumstances surrounding the suspected student malpractice including, in the case of disruptive behaviour, an indication as to whether the behaviour continued after warnings were given and whether the candidate was removed from the examination room or not
- The procedures for advising students of the regulations concerning the conduct of examinations
- A report of any investigation carried out subsequently by the centre
- Signed and dated statements from the staff concerned (e.g invigilators trainers etc) on the centres official letter headed paper
- Signed and dated statements from the student(s) concerned or a clear indication that they have been given the opportunity to make a statement
- Seating plan of the examination room

**This form must be submitted either by post or by email. Submission by email from the centre's registered email address will be accepted in place of a signature. When submitting the form by email all supporting documents should be scanned and attached (preferably as PDF).**

**CCS TRAINING will acknowledge receipt of this form and accompanying documents**

## Report of suspected student malpractice

This checklist is intended to assist centres when completing a report of suspected candidate malpractice

**It is the responsibility of the head of centre to ensure that these requirements have been met**

**Please indicate by putting a cross in the appropriate box for the following points**

		YES	NO
1	The student has/have been informed of their individual responsibilities and rights		
2	A student or students accused of malpractice:		
	<ul style="list-style-type: none"><li>• Has/have been informed (preferably in writing) of the allegation made against him or her</li></ul>		
	<ul style="list-style-type: none"><li>• Has/have been advised that a copy of CCS TRAINING'S Suspected Malpractice policy can be found on the website</li></ul>		
	<ul style="list-style-type: none"><li>• Know(s) what evidence there is to support the allegation</li></ul>		
	<ul style="list-style-type: none"><li>• Know(s) the possible consequences should malpractice be proven</li></ul>		
	<ul style="list-style-type: none"><li>• Has/have had an opportunity to submit a written statement</li></ul>		
	<ul style="list-style-type: none"><li>• Has/have had the opportunity to consider their response to the allegations</li></ul>		
	<ul style="list-style-type: none"><li>• Has/have had an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)</li></ul>		
	<ul style="list-style-type: none"><li>• Has/have been informed of the applicable appeals procedure should a decision be made against him or her</li></ul>		
	<ul style="list-style-type: none"><li>• Has/have been informed of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies and/or the police</li></ul>		

This form must be enclosed with the report of your investigation