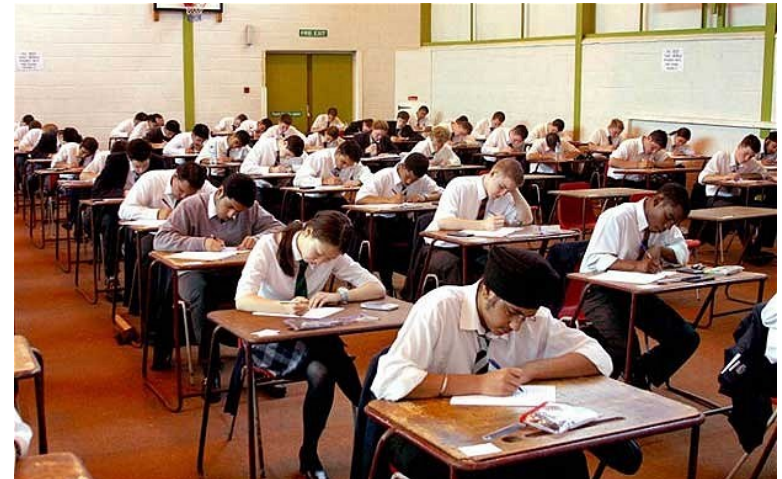


If you are concerned and need more advice, speak to Mr Grady (Exams Officer), whose office is on the top floor of East Building. Alternatively you can reach him by phone on the main school number: 0121 508 4056



**A guide for students accused
of
Exam Malpractice**

If an invigilator believes that you have broken GCSE exam rules, they will report this to the Exams Officer. This is called 'suspected malpractice'. This doesn't necessarily mean that they think you were trying to cheat—just that you have broken the rules (perhaps you forgot to hand your phone in, and it was found on you). The Exams Officer is required to report this to the exam board, who will decide whether you are innocent or guilty of breaking the rules, and whether or not you should be disqualified.

What happens next?

- **Don't panic! You have not been found guilty of anything yet. You can still take your other exams as normal.**
- **The exams officer will write a report to send to the exam board.**
- **The invigilators and others who were witnesses will write statements of what happened.**
- **YOU should write your own statement, giving your version of events. It is very important that the exam board hears your side of the story, because they will be the people who decide whether or not to disqualify you.**
- **You must give your statement to the Exams Officer within 48 hours of the exam, so that it can be included in his report. See the next page for some advice on how to write your statement.**

- **If you don't write your own statement, the exam board will wonder why. They will only have the invigilator's account of events, and will be much more likely to disqualify you.**
- **The exam board will make their decision within 1-2 weeks, and the Exams Officer will contact you with the decision.**
- **If you have any questions about the exam board's decision, the Exams Officer will be able to answer them for you.**

Writing your student statement

- **Write clearly: your statement should be typed or written out neatly. If you make a mistake, write it out again.**
- **Describe the event clearly, from start to finish. Include any important information like what time it was, names of people involved, exact details of what was said, or where you were sitting (whatever is relevant).**
- **Stick to facts: this is all the exam board is interested in. If you believe that the invigilator misinterpreted your actions (e.g. they saw you look at something in your pocket, but it was just a pack of tissues), then explain this clearly. Avoid general complaints like "I wasn't doing anything" or "they picked on me for no reason". These don't give the exam board any useful information.**