Sanctions applied against candidates

Candidates may be subject to one or more sanctions.

Awarding bodies may, at their discretion, impose the following sanctions against candidates:

1. Warning

The candidate is issued with a warning that if he/she commits malpractice within a set period of time, further specified sanctions will be applied.

2. Loss of all marks for a section

The candidate loses all the marks gained for a discrete section of the work. A section may be part of a component, or a single piece of non-examination assessment if this consists of several items.

3. Loss of all marks for a component

The candidate loses all the marks gained for a component. A component is more often a feature of a linear qualification than a unitised qualification, and so this sanction can be regarded as an alternative to sanction 4. Some units also have components, in which case a level of sanction between numbers 2 and 4 is possible.

4. Loss of all marks for a unit

The candidate loses all the marks gained for a unit. This sanction can only be applied to qualifications which are unitised. For linear qualifications, the option is sanction 3. This sanction usually allows the candidate to aggregate or request certification in that series, albeit with a reduced mark or grade.

5. Disqualification from a unit

The candidate is disqualified from the unit. This sanction is only available if the qualification is unitised. For linear qualifications the option is sanction 7. The effect of this sanction is to prevent the candidate aggregating or requesting certification in that series, if the candidate has applied for it.

6. Disqualification from all units in one or more qualifications

If circumstances justify, sanction 5 may be applied to other units taken during the same examination or assessment series. (Units which have been banked in previous examination series are retained.) This sanction is only available if the qualification is unitised. For linear qualifications the option is sanction 8.

7. Disqualification from a whole qualification

The candidate is disqualified from the whole qualification taken in that series or academic year. This sanction can be applied to unitised qualifications only if the candidate has requested aggregation. Any units banked in a previous examination series are retained, but the units taken in the present series and the aggregation opportunity are lost. If a candidate has not requested aggregation, the option is sanction 6. It may also be used with linear qualifications. 30

8. Disqualification from all qualifications taken in that series

If circumstances justify, sanction 7 may be applied to other qualifications. This sanction can be applied to unitised qualifications only if the candidate has requested aggregation. Any units banked in a previous examination series are retained, but the units taken in the present series and the aggregation opportunity are lost. If a candidate has not requested aggregation the option is sanction 6. It may also be used with linear qualifications.

9. Candidate debarral

The candidate is barred from entering for one or more examinations for a set period of time. This sanction is applied in conjunction with any of the other sanctions above, if the circumstances warrant it.

Indicative sanctions against candidates (from JCQ Malpractice, Appendix 6)

This table is for guidance only and sanctions can be flexibly applied according to the details of each individual case. In instances where the box is blank, the sanction may still be used. The structure of awarding organisations' qualifications can differ. Therefore, all the available sanctions may not be relevant for every qualification.

Appendix 6 Indicative sanctions against candidates

This table is for guidance only and sanctions can be flexibly applied according to the details of each individual case.

In instances where the box is blank, the sanction may still be used.

The structure of awarding organisations' qualifications can differ. Therefore, all the available sanctions may not be relevant for every qualification.

Type of offence	**Warning** (Sanction 1)	**Loss of marks** (Aggregation still permitted) (Sanctions 2-4)	**Loss of aggregation or certification opportunity** (Sanctions 5-9)
Introduction of unauthorised material into the examination room, such as:			
Own blank paper	used for rough work	used for final answers	
Calculators, dictionaries (when prohibited)	not used	used or attempted to use	
Bringing into the examination room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage; content irrelevant to subject	notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
Unauthorised notes, study guides and personal organisers	content irrelevant to subject	content relevant to subject	content relevant to subject and evidence of use
Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, smart glasses, smart devices, AirPods, earphones and headphones)	not in the candidate's possession but makes a noise during the examination	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of being used by the candidate
Watches (not smartwatches)	in candidate's possession		
Standard sanctions:			

1. warning;
2. loss of all marks gained for a section;
3. loss of all marks gained for a component;
4. loss of all marks gained for a unit;
5. disqualification from the unit;
6. disqualification from all units in one or more qualifications taken in that series or academic year;
7. disqualification from the whole qualification;
8. disqualification from all qualifications taken in that series or academic year;
9. barred from entering for examinations for a set period of time.

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Breaches of examination conditions			
A breach of the instructions or advice of an invigilator, supervisor or the awarding organisation in relation to the examination rules and regulations	minor non-compliance: e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance: e.g. refusing to move to a designated seat; significant amount of writing after being told to stop	repeated non-compliance
Using or attempting to use a word processor/ computer/laptop to gain access to unauthorised material/internet		evidence of attempting to access unauthorised material/internet	evidence of accessing unauthorised material/ internet to attempt to gain an advantage
Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	leaving examination early (no loss of integrity); removing script from the examination room but evidence of the integrity was maintained	removing script from examination room but with no evidence the integrity has been maintained; taking home materials	deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with evidence that the script has been tampered with; leaving examination room early so integrity is impaired
Disruptive behaviour in the examination room or assessment session (including use of offensive language)	minor disruption lasting a short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the examination room; taking another's possessions	warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property

Standard sanctions:

1. warning;
2. loss of all marks gained for a section;
3. loss of all marks gained for a component;
4. loss of all marks gained for a unit;
5. disqualification from the unit;
6. disqualification from all units in one or more qualifications taken in that series or academic year;
7. disqualification from the whole qualification;
8. disqualification from all qualifications taken in that series or academic year;
9. barred from entering for examinations for a set period of time.

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Exchanging, obtaining, receiving or passing on information (or the attempt to) which could be examination related:			
Verbal communication	isolated incidents of talking before the start of the examination or after papers have been collected	talking during the examination about matters not related to the exam; accepting examination related information	talking about examination related matters during the exam; whispering answers to questions
Communication	passing/receiving written communications which clearly have no bearing on the assessment	accepting assessment related information	passing assessment related information to other candidates; helping one another; swapping scripts
Offences relating to the content of candidates' work			
The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios	isolated words or drawings, mildly offensive, inappropriate approaches or responses	frequent mild obscenities or drawings; isolated strong obscenity; isolated mild obscenities or mildly offensive comments aimed at the examiner or member of staff	offensive comments or obscenities aimed at a member of staff, examiner or religious group; homophobic, transphobic, racist or sexist remarks or lewd drawings

Standard sanctions:

1. warning;
2. loss of all marks gained for a section;
3. loss of all marks gained for a component;
4. loss of all marks gained for a unit;
5. disqualification from the unit;
6. disqualification from all units in one or more qualifications taken in that series or academic year;
7. disqualification from the whole qualification;
8. disqualification from all qualifications taken in that series or academic year;
9. barred from entering for examinations for a set period of time.

Type of offence	**Warning** (Sanction 1)	**Loss of marks** (Aggregation still permitted) (Sanctions 2-4)	**Loss of aggregation or certification opportunity** (Sanctions 5-9)
Collusion: working collaboratively with others beyond what is permitted	collaborative work is apparent in a few areas, but possibly due to teacher advice; candidate unaware of the regulations	collaborative work begins to affect the examiner's ability to award a fair mark to an individual candidate	candidates' work reflects extensive similarities and identical passages due to a deliberate attempt to share work
Plagiarism: unacknowledged copying from or reproduction of third party sources (including the internet and AI tools); incomplete referencing	minor amount of plagiarism from sources listed in the bibliography/poor referencing/ acknowledgement in places	plagiarism from sources listed in the bibliography or referenced/acknowledged; **or** minor amount of plagiarism from a source not listed in the bibliography or referenced/ acknowledged	plagiarism from sources not listed in the bibliography or referenced/acknowledged; **or** plagiarised text comprises the substance of the work submitted and the source is listed in the bibliography or referenced/ acknowledged
Making a false declaration of authenticity		sections of work done by others but most are still the work of the candidate	most or all of the work is not that of the candidate
Copying from another candidate or allowing work to be copied (including the misuse of technology)	lending work not knowing it would be copied	permitting examination script/work to be copied; showing other candidate answers	copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy
Undermining the integrity of the examinations/ assessments			
The deliberate destruction of work	minor damage to work which does not impair visibility	defacing scripts; destruction of candidate's own work	significant destruction of another candidate's work
The alteration, falsification or unauthorised creation of any results document, including certificates, or the use of, or knowingly allowing the use of, a false or falsified results document for any purpose			falsification/forgery
Standard sanctions:			

1. warning;

2. loss of all marks gained for a section;

3. loss of all marks gained for a component;

4. loss of all marks gained for a unit;

5. disqualification from the unit;

6. disqualification from all units in one or more qualifications taken in that series or academic year;

7. disqualification from the whole qualification;

8. disqualification from all qualifications taken in that series or academic year;

9. barred from entering for examinations for a set period of time.

Type of offence	**Warning** (Sanction 1)	**Loss of marks** (Aggregation still permitted) (Sanctions 2-4)	**Loss of aggregation or certification opportunity** (Sanctions 5-9)
Misuse of, or attempted misuse of, assessment material and resources	attempting to source assessment related information online	accepting assessment related information without reporting it to the awarding organisation	misuse of assessment material or exam related information, including: attempting to gain or gaining prior knowledge of assessment information; improper access to assessment related information (including electronic means); improper disclosure (including electronic means); receipt of assessment information from the examination room; facilitating malpractice on the part of others; passing or distributing assessment related information to others
Removing or stealing any candidate's work			Unauthorised removal of any candidate's work (e.g. project/coursework)
Personation			deliberate use of wrong name or number; personating another individual; arranging to be personated
Behaving in a way as to undermine the integrity of the examination/ assessment			for example, attempting to obtain certificates improperly; attempted bribery; attempting to unfairly influence a centre staff member, awarding organisation staff member or other assessment representative; attempting to obtain or supply exam materials improperly

Standard sanctions:

1. warning;

2. loss of all marks gained for a section;

3. loss of all marks gained for a component;

4. loss of all marks gained for a unit;

5. disqualification from the unit;

6. disqualification from all units in one or more qualifications taken in that series or academic year;

7. disqualification from the whole qualification;

8. disqualification from all qualifications taken in that series or academic year;

9. barred from entering for examinations for a set period of time.

Type of offence	**Warning** (Sanction 1)	**Loss of marks** (Aggregation still permitted) (Sanctions 2-4)	**Loss of aggregation or certification opportunity** (Sanctions 5-9)
Use of social media for the exchange and circulation of real or fake assessment material	attempting to source secure assessment related information online/via social media	accepting/receiving real or fake assessment related information via social media without reporting it to the awarding organisation	misuse of assessment material (real or fake), including: attempting to gain or gaining prior knowledge of assessment information via social media; improper disclosure of real or fake assessment information; passing or distributing real or fake assessment related information to others
Obstructing or hindering a malpractice investigation	failing to report suspected malpractice by other candidates	providing incomplete information to those gathering information for a malpractice investigation	providing misleading and/ or significantly incomplete information to those gathering information for a malpractice investigation

Standard sanctions:

1. warning;
2. loss of all marks gained for a section;
3. loss of all marks gained for a component;
4. loss of all marks gained for a unit;
5. disqualification from the unit;
6. disqualification from all units in one or more qualifications taken in that series or academic year;
7. disqualification from the whole qualification;
8. disqualification from all qualifications taken in that series or academic year;
9. barred from entering for examinations for a set period of time.