

Reporting Form for Suspected Malpractice – Blue form 26.01.18



Purpose

In the event of a *malpractice concern about a student or a member of staff* at Notre Dame High School, staff are required to complete this form. Complete **pages 1 and 2 in full and complete checklist on page 3** - and pass a copy to the Head of Department and the original to the Assistant Headteacher – Achievement – AHT - currently, Paul Short; or the Head of School if appropriate. With concerns about a member of staff please complete and pass to the Headteacher immediately, or their Deputy, if not present. (Subsequent response may use JCQ Form M2a or b.)

Full name of student	Candidate Number	Incl. date of birth from Bromcom	Form	Your name and position in school	GCSE or A Level	Exam Subject, Board & Unit	Date

Nature of concern - your report

Has the Student signed the Declaration Form? Yes, or No? When?	
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Has the Teacher signed the Declaration Form? Yes, or No? When?	
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Please bullet point cause for concern in chronological order - [continue on a separate sheet if necc.] – identifying all key points.

Is there any tangible evidence?

Were there any witnesses?

To whom are you passing this information? Name:	Date:
Position:	Time:

Your signature:

Date:

A. First steps with student concern

1. Head of Centre and Exams Manager informed by AHT by email – Y/N & date. _____
2. HoD and AHT meet to discuss this report – Y/N & date. _____
3. Discussion with teacher of this report – Y/N & date. _____

B. Next steps – the investigation

- If the student declaration forms have not been signed, then it is an internal NDHS matter. **Step C.**
- If the student declaration forms have been signed, then the Awarding body has to be informed prior to the investigation. **Step D.**

C. Step C Internal investigation using NDHS proformas – an outline of steps

Consideration of evidence

Interview with student/s – with amanuensis to record

Parents informed

Outcome determined e.g. no action applicable; sanction of 1-day Remove; re-doing of assignment.

Other

D. Step D Investigation after Exam Board informed using Exam Board proformas – an outline of steps

Consideration of evidence

Interview with student/s

Parents informed

Interim outcome determined

Liaison with awarding body- Head teacher, using Form JCQ/M1

Exam Board decision

Other

Contacted?

Head of Centre Exam Manager Exam Board Parents Other

Full name:

AHT Signature:

Date:

Checklist

A. Procedures for Teacher following identification concern

		Tick when done
1	Ensure the report form has been fully completed.	
2	The form MUST be signed and copy passed to HoD and original to AHT – Achievement.	
3	Gather evidence of concern e.g. any material but do not investigate.	
4	Gather Exam Board specification.	
5	Liaise with HoD/AHT-Achievement to determine next steps.	

B. Procedures for Head of Department following receipt of a concern

		Tick when done
1	Ensure the report form has been fully completed by the member of staff raising the concern. The form MUST be signed.	
2	Contact AHT pshort@ndhs.org.uk to alert them to the acceptance of concern by student name & arrange a meeting.	
3	Provide Exam Board specification and Exam Board Malpractice Advice for meeting with AHT along with any relevant material causing concern.	
4	Meet AHT – Achievement to determine next steps.	

C. Procedures for AHT following receipt of a concern

		Tick when done
1	Ensure the report form has been fully completed by the member of staff raising the concern. The form MUST be signed.	
2	Inform Head of Centre and Exams Manager of receipt of concern.	
3	Refer to JCQ Malpractice Advice.	
4	Liaise with HoD/Teacher to determine next steps.	