

# Reporting Form for Suspected Malpractice – Blue form 2022-2023



## 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 Deputy Headteacher – Jon Croucher; or the Headteacher 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, Exams Board & Unit | Date |
|----------------------|------------------|----------------------------------|------|----------------------------------|-----------------|----------------------------------|------|
|                      |                  |                                  |      |                                  |                 |                                  |      |

## Nature of concern - your report

Has the Student signed the Declaration Form? Yes, or No? When?

Has the Teacher signed the Declaration Form? Yes, or No? When?

Please bullet point cause for concern in chronological order - (continue on a separate sheet if necessary) – identifying all key points.

Is there any tangible evidence?

Were there any witnesses?

To whom are you passing this information? Name:

Position:

Date:

Time:

Your signature:

Date:

**A. First steps with student concern**

1. Head of Centre and Exams Manager informed by Deputy Headteacher (DHT) by email – Y/N & date. \_\_\_\_\_
2. HoD and DHT 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                    |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Full name:**

**DHT 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 <b>MUST</b> be signed and copy passed to HoD and original to DHT – Exams |                |
| 3 | Gather evidence of concern e.g. any material but <b>do not</b> investigate.       |                |
| 4 | Gather Exam Board specification.  |                |
| 5 | Liaise with HoD/DHT-Exams 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 <b>MUST</b> be signed.   |                |
| 2 | Contact DHT Jon Croucher <a href="mailto:jcroucher@ndhs.org.uk">jcroucher@ndhs.org.uk</a> 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 DHT along with any relevant material causing concern.                                 |                |
| 4 | Meet DHT- Exams to determine next steps.  |                |

### C. Procedures for AH - Exams 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 <b>MUST</b> 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.  |                |