**Appendix 4: Suspected centre staff maladministration and malpractice notification form – Confidential**

Centres may use either form JCQ/M2(a), which can be found in the JCQ malpractice policy document ([www.jcq.org.uk/](http://www.jcq.org.uk/)), or the form below to notify City & Guilds of suspected malpractice involving centre staff. Please note, this notification form does not constitute a malpractice report. Reports must follow the guidelines laid out in the Guidance to Centres on conducting investigations document/Appendix 10.



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Date of incident |  | | | | | | | | | | | | Time | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| 1. Centre number |  |  | | |  | | |  | |  | |  | Centre Suffix (if applicable) | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | |
| 1. Centre Name |  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| 1. Country |  | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | |
| 1. Examination/assessment details | | | | | | | | | | | | | | | | | | | | |
| Qualification number |  | |  | | |  | | |  | | Title | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Assessment/ component/ unit number |  | | |  | | |  | | | | Title | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| 1. Is this a Technical Qualification? | | | | | | | | | | | | | | | | Yes |  | No | |  |
|  | | | | | | | | | | | | | | | | | | | | |
| 1. Date incident was reported to Head of Centre | | | | | | | | | | | | | |  | | | | | | |

|  |  |
| --- | --- |
| 1. Name(s) of centre staff involved | |
| Position | Staff name |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| 1. Describe the nature of the suspected malpractice, including details as to how it was discovered, by whom and when. | |
|  | |
| 1. Could the learner(s) have been unfairly advantaged or disadvantaged by the suspected malpractice? If so, please give details. | |
|  | |
| 1. Has the individual been subject to any penalties, including a warning, from City & Guilds in the last two years? If so, please give details. 2. Individual proposed to gather evidence  |  |  | | --- | --- | | Name: |  | | Role within centre/organisation: |  | | Reason why suitable to gather evidence (e.g., experienced senior leader): |  | | I confirm that the individual proposed to gather evidence does not have any known conflicts of interest or personal interest in the outcome of the investigation. | Choose an item. |   13.To be completed by the Head of Centre | |
|  | |
| Head of Centre Name (please print) |  |
| Job title |  |
| Tel no |  |
| Email |  |
| Signature\* |  |
| Date |  |
| \*Submission by email from the centre’s registered email address will be accepted in place of a signature.  Please submit the form to [investigationandcompliance@cityandguilds.com](mailto:investigationandcompliance@cityandguilds.com) | |

**Appendix 5: Notification form checklist**

**What is this checklist for?**

This checklist is intended to assist centres when completing a notification of suspected malpractice by learners or staff.

Reference is made to the requirements contained in the JCQ document *Suspected Malpractice in Examinations and Assessments – Policies and Procedures*.

**Please indicate by ticking the appropriate box for the following points.**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Staff members and learners have been informed of their rights (as outlined in the relevant section of the above-mentioned JCQ document).

The individual, whether a learner or a member of staff accused of malpractice:

|  |  |
| --- | --- |
| Yes |  |
| No |  |
|  |  |
| Yes |  |
| No |  |
|  |  |
| Yes |  |
| No |  |
|  |  |
| Yes |  |
| No |  |
|  |  |
| Yes |  |
| No |  |
|  |  |
| Yes |  |
| No |  |
|  |  |
| Yes |  |
| No |  |
|  |  |
| Yes |  |
| No |  |

* has been informed (preferably in writing) of the allegation made against him or her
* knows what evidence there is to support the allegation
* knows the possible consequences or penalties that City & Guilds may apply should malpractice be proven
* has had the opportunity to consider their response to the allegation (if required)
* has had the opportunity to submit a written statement
* has had the opportunity to seek advice (as necessary) and provide a supplementary statement if required
* has been informed of the applicable appeals procedures should a decision be made against him or her
* has been informed of the possibility that information relating to the malpractice may be shared with other Awarding Organisations, the regulators and/or other agencies.

**Please enclose the completed checklist with the notification form.**