



SIR JAMES SMITH'S  
COMMUNITY SCHOOL

# Malpractice (or Cheating)

## *How to avoid it*

It's very obvious that you shouldn't cheat in your exams and assessments, but did you know that the following count as malpractice:

- Copying, or *allowing* work to be copied. For example, posting written work on social networking sites prior to an exam/assessment.
- Collusion: working together with other candidates beyond what is permitted.
- Allowing others to help produce your work or helping others with theirs.
- Writing inappropriate, offensive or obscene material in your answers.
- Possession of a mobile phone, or any device that can store data, in the exam.
- Attempting to talk to or disturb other candidates once you have entered the exam room.
- Borrowing anything from another candidate during the exam.
- Being in possession of confidential assessment-related information in advance of the exam.
- Exchanging, obtaining, receiving or passing on assessment-related information by any means of communication (even if just attempting to).
- Failing to report to your school that assessment-related information is being shared online.
- Passing on rumours of exam content.

The penalties for malpractice are:

- The loss of marks for a section, component or unit of your exam.
- Disqualification from a unit, all units or qualifications.
- A ban from taking assessments or exams for a set period of time.