

HELSTON COMMUNITY COLLEGE

ASPIRATION ▪ AMBITION ▪ ACHIEVEMENT



Candidate Authentication form 2021

This declaration must be completed and signed by the student.

Guidance for candidate

You have been asked to sign this Candidate Authentication form to indicate that you followed all rules related to the awarding of grades this year, and that you have not engaged in any processes that may be considered as malpractice. Examples of malpractice are recorded on the reverse of this form.

The College accepts the responsibility to report any suspicion of student malpractice to the appropriate awarding organisation. The only exception to this relates to assessment malpractice in Non Exam Assessment or controlled assessment which is discovered prior to the student signing the declaration of authentication. In these cases the incident need not be reported to awarding bodies, but will be dealt with in accordance with the College's disciplinary / student management procedures. Any work which is not the student's own will not be given credit.

In all other instances of suspected malpractice the Examinations Manager will submit the fullest details of the case at the earliest opportunity to the relevant awarding body as per Joint Council of Qualification regulations.

Potential sanctions for malpractice include, for example:

- Formal warning
- Loss of marks for the assessment submitted
- Disqualification from the qualification.

Candidate declaration

I confirm that I have followed all the rules related to the grading of my examination courses and I have not engaged in any forms of malpractice.

Candidate's full name:			
Candidate's signature:		Date:	

Examples of Candidate Malpractice

- Candidates, or individuals acting on behalf of a candidate, such as parents/carers, trying to influence grade decisions by applying pressure to teachers;
- Not following the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- Collusion: working collaboratively with other candidates, beyond what is permitted;
- Copying from another candidate (including the use of ICT to aid the copying);
- Allowing work to be copied e.g. posting written Non Exam Assessment on social networking sites prior to an examination/assessment;
- The deliberate destruction of another candidate's work;
- Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication;
- Allowing others to help you with the production of controlled assessments or Non Exam Assessments;
- Helping others in the production of their controlled assessments or Non Exam Assessments;
- Being in possession of confidential material in advance of the examination;
- The inclusion of inappropriate, offensive, obscene, homophobic, transphobic, racist or sexist material in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
- Impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
- Plagiarism: unacknowledged copying from published sources or incomplete referencing;
- Theft of another candidate's work;
- Bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators, dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries, reading pens, translators, wordlists, glossaries, iPods, mobile phones, MP3 players, pagers or other similar electronic devices;
- The unauthorised use of a memory stick where a candidate uses a word processor;
- Behaving in a manner so as to undermine the integrity of the examination.