



# Top tips for preventing malpractice

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- Read the assessment specific guidance clearly and double check what can and cannot be shared with your learners. Guidance is specific for each assessment, so will likely be different from the guidance provided in previous sessions.
- Ensure your staff are familiar with our general regulations, such as our Regulations for the Conduct of External Assessment, which can be found [here](#), and the JCQ Instructions for conducting Functional Skills assessments, which can be found [here](#).
- Check if the assessment materials are embargoed and therefore cannot be shared before a particular date.
- Ensure that all of your invigilators and supervisors are fully trained and aware of the assessment guidance.
- Don't share specific assessment materials with anyone, including in social network groups. If members of staff at your centre belong to social media groups connected to a specific assessment, we'd recommend that they leave and contact us directly instead for guidance.
- Raise your learners' awareness of how they can avoid plagiarism and remind them that the use of Artificial Intelligence (AI) is prohibited during the delivery of assessments.
- Remind your learners that mobile phones and other electronic devices are prohibited during the delivery of assessments.
- Always keep your assessment materials safe and secure.
- Remember that support is available via our Provider Development team, who you can contact via email at [provider.development@ncfe.org.uk](mailto:provider.development@ncfe.org.uk).
- If you're ever in doubt about a potential instance of malpractice, you must contact our Customer Support team at [customersupport@ncfe.org.uk](mailto:customersupport@ncfe.org.uk). It's always better to be safe and double check, rather than risk jeopardising the integrity of an assessment.