THE KING DAVID HIGH SCHOOL

WhistleBlowing Policy (Exams) 2026-2027

Current procedures approved by	Tracy Basger
Current procedures reviewed by	Joanna Hipkiss
Date of review	19/10/2026
Date of next review	31/10/2027

Key staff involved

Role	Name
Head of centre	Tracy Basger
Senior leader(s)	Jack Pitt - Deputy Head Paula Watson - Assistant Head Tim Chappelle - Assistant Head Jocelyn Buckley-Dibben - SENCO
Exams Manager	Joanna Hipkiss
Other staff (if applicable)	Alison Burton (Exams Manager Maternity Cover)

Introduction

Whistleblowing at The King David High School is encouraged, not penalised, and staff are made aware that they have a duty to report any concerns they have about the conduct of examinations and assessments.

The head of centre and governing board at The King David High School aim to create and maintain an approach to examinations and assessments that reflects an ethical culture, and encourages staff and students to be aware of and report practices that could compromise the integrity and security of examinations.

In compliance with section 5.11 of the JCQ's **General Regulations for Approved Centres**[1], The King David High School will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place
- inform the awarding body **immediately** of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation
- as required by an awarding body, gather evidence of any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication **Suspected Malpractice: Policies and Procedures**[2] and provide such information and advice as the awarding body may reasonably require

This policy sets out the whistleblowing procedures at The King David High School . It has been produced and reviewed by Mrs Tracy Basger who is also a member of the senior leadership team and responsible for handling any cases of whistleblowing. She is fully aware of the contents of this policy and will escalate any instances of malpractice to the relevant awarding body/bodies.

This policy also sets out the principles which allow members of centre staff and students to feel confident in reporting instances of actual, alleged or suspected malpractice to relevant members of senior leadership and the steps which should be taken if suspected malpractice is not reported in line with JCQ requirements.

Purpose of the policy

This policy:

- encourages individuals to raise concerns, which will be fully investigated by appropriately trained and experienced individuals
- identifies how to report concerns
- explains how such concerns will be investigated and sets expectations regarding the reporting of outcomes
- provides details of relevant bodies to whom concerns about wrongdoing can be reported, including awarding organisations and regulators
- includes a commitment to do everything reasonable to protect the reporter's identity, if requested
- sets out how those raising concerns will be supported.

This policy also details the steps that could be taken by an individual involved in the management, administration and/or conducting of examinations if The King David High School fails to comply with its obligation to report any alleged, suspected or actual incidents of malpractice or maladministration.

The Whistleblower

A whistleblower is a worker who reports suspected wrongdoing in the public interest. Workers, including eligible agency staff and contractors, may be protected under the Employment Rights Act 1996, as amended by the Public Interest Disclosure Act 1998, where their disclosure meets the legal requirements for protection.

[1] Reference www.jcq.org.uk/exams-office/general-regulations/
[2] Reference www.jcq.org.uk/exams-office/malpractice/

Reporting

Concerns about alleged, suspected or actual examination malpractice should normally be reported to the head of centre, Mrs Tracy Basger.

Where concerns involve the head of centre, or an individual feels unable to raise concerns internally, they may report the matter to the Chair of Governors or directly to the relevant awarding body.

All allegations of suspected malpractice will be handled in accordance with JCQ regulations and reported to the relevant awarding body as required.

Examples of malpractice

In addition to the centre wide Whistleblowing Policy, this exams-specific policy, includes reference to exams-related breaches including, but not limited to, the following:

- Failure to comply with exam regulations as set out by the Joint Council for Qualifications (JCQ) and its awarding bodies
- A security breach of the examination paper
- Conduct of centre staff which undermines the integrity of the examination
- Unfair treatment of candidates by either giving an advantage to a candidate/group of candidates (e.g. by permitting a candidate an access arrangement which is not supported by appropriate evidence), or disadvantaging candidates by not providing access to the appropriate conditions (providing a 'level playing field')
- Possible fraud and corruption (e.g. accessing the exam paper prior to the exam to aid teaching and learning)
- Abuse of authority (e.g. the head of centre/members of the senior leadership team overriding JCQ and awarding body regulations)

Whistleblowing procedure

If the individual does not feel safe raising the issue/reporting malpractice within the centre, or they have done so and are concerned that no action has been taken, that individual could consider making their disclosure[3] to a malpractice expert at the awarding body for the qualification where malpractice is suspected.

Workers who make a protected disclosure are legally protected against being subjected to detriment because of that disclosure. Employees are also protected against dismissal for making a protected disclosure. These protections apply from the start of employment, provided the legal conditions for a protected disclosure are met.

In order to investigate concerns effectively, the awarding body should be provided with as much information as possible/is relevant, which may include:

- The qualifications and subjects involved
- The centre involved
- The names of staff/candidates involved
- The regulations breached/specific nature of suspected malpractice
- When and where the suspected malpractice occurred
- Whether multiple examination series are affected
- If the issue has been reported to the centre and what the outcome was
- How the issue became apparent

Members of the public are not protected by PIDA, but the awarding body will make every effort to protect their identity if that is what they wish, unless the awarding body is legally obliged to release it[3].

Alternatively, a disclosure may be made to Ofqual[4] as a prescribed body for whistleblowing to raise a concern about wrongdoing, risk or malpractice.

[3] Reference www.gov.uk/guidance/ofquals-whistleblowing-policy

Exams Officer Professional Standards

If an exams officer is completing the *Exams Officer Professional Standards* (see the National Association of Examinations Officers website for more information) as part of their annual professional development, they and their line manager will be required to sign a *Values and Attributes statement*.

By signing this statement the exams officer, and their senior leadership team/line manager, are identifying a set of common values and attributes. These include support for an exams officer when they are faced with a situation where they may be compromised by, or put under pressure to accept, a centre decision which may not align with JCQ and awarding organisation regulations (for example, being asked not to report an instance of suspected/actual malpractice). In such circumstances, the exams officer must act in line with the procedures set out in this policy.

Anonymity

Individuals may raise concerns confidentially or anonymously. The King David High School will take all reasonable steps to protect the identity of individuals reporting suspected malpractice, where requested and as far as legally possible.

Anonymous concerns will be considered, although the absence of identifying information may limit the ability to investigate.

Where individuals feel unable to report concerns internally, they may contact the relevant awarding body or Ofqual directly. Ofqual is a prescribed body for relevant whistleblowing disclosures. Awarding bodies also accept reports of suspected malpractice, although disclosure to an awarding body does not automatically qualify for statutory whistleblowing protection.

Students

Students at The King David High School are made to feel comfortable discussing/reporting malpractice issues of which they are aware. The regulations surrounding their assessments, and wider academic integrity, will be reiterated to students who are undertaking, or who are about to undertake, their courses of study.