



**PAK-TURK MAARIF**  
INTERNATIONAL SCHOOLS & COLLEGES



# Malpractice Procedure *for*

# MAGIS

## Malpractice procedure for MAGIS

Pak-Turk Maarif upholds an unwavering commitment to safeguarding the integrity of the MAGIS examination—for candidates, exam and sub-exam centres, and all stakeholders alike. We achieve this through a comprehensive framework of safeguards, designed to detect and address any form of malpractice, whether from individuals or centres. This includes advanced statistical analyses grounded in rigorous research, alongside vigilant monitoring of potential irregularities, ensuring fairness remains at the core of every process. Irregular conduct is any action which gives or aims to give unfair advantage to a candidate or causes disadvantage to other candidates.

Pak-Turk Maarif International Schools & Colleges discreetly underscores the serious repercussions of exam malpractice for all centres and candidates, embedding these reminders seamlessly across key touchpoints:

- Exam Day Booklet: A quiet guide outlining the stakes before the test begins.
- Training Sessions: Subtle yet firm discussions to reinforce expectations.
- Notice to Candidates: Prominently displayed outside every exam room for last-minute awareness.
- Roll Number Slip: Integrated into the instructions, serving as a personal nudge.

### **Examples of malpractice encompass—**

But are not confined to—these subtle yet serious infractions:

- Gaining or permitting unauthorized access to exam materials.
- Employing, or attempting to employ, prohibited aids like notes, study guides, or mobile devices.
- Copying from others or colluding (or even attempting to do so).
- Engaging in disruptive actions or ignoring directives from invigilators, supervisors, or MAGIS Administrator—such as activating mobile phones or other electronics.
- Impersonating another individual.
- Tampering with results documents, including student credentials or OMR sheets.
- Any other covert means of securing an undue advantage.

## Cases of suspected malpractice

May be reported in the following ways:

by a member of centre staff, e.g. a report from an invigilator, supervisor, MAGIS Administrator or duty Staff

by an examiner, e.g. unusual similarity in correct and incorrect answers, shared by candidates who were sitting next to each other

by statistical analysis of candidates' answer sheets.

Once reported, potential malpractice cases follow a process of investigation by Pak-Turk Maarif staff designated as the investigation Panel, which may lead to results being permanently withheld. The potential malpractice cases are also investigated by the Investigation Team of Pak-Turk Maarif International Schools and Colleges.

## Timeframe

The malpractice procedure can start at any point between the exam day and results release. In instances where new evidence of malpractice is discovered, or where evidence is not provided on time, the malpractice procedure may run after results release.

## Post-test statistical analysis

In line with best practice, we investigate potential malpractice by carrying out a range of statistical analyses on individual candidate results, pairs and groups of candidates in test venues and the overall results of all the candidates from one test sitting or across sittings in different venues.

**These analyses may include, but are not limited to:**

- comparing the similarity of response patterns, or marks, between two or more candidates
- comparing the performance of a candidate on one section of the paper/test to their performance on the other sections of the paper/test.
- assessing the likelihood of certain responses and scores given the overall ability of a candidate
- checking unusual activity on OMRs/Question Booklet.

In each case the analysis assesses the likelihood of any given pattern of results or scores being found by chance, given the typical pattern observed in the rest of the test population (based on data via Maarif portal).

Any cases which are identified as being unusual may then be further scrutinised by the malpractice team. All available evidence is checked by staff before a decision is made on whether to withhold results.

If we have reasonable grounds to suspect that a result is not a reliable indicator of a candidate's ability, or if we have reasonable grounds to suspect that exam regulations have not been complied with, then we believe it is in the interests of all candidates that we withhold it. It is important to understand that decisions are made using the evidence available, and that decisions are made based on levels of confidence in a result and/or compliance with regulations; it is not about proving malpractice has happened, instead it is about ensuring that only results we are confident in are released.

## **Malpractice Decision Making**

Pak-Turk Maarif has trained malpractice team which looks at cases, assessing all relevant information. After carefully considering the case, the team will decide whether the candidate's result should be released or permanently withheld. The centre is then asked to inform the candidate.

If it is decided that a candidate's results can be released, the original results will be issued, unchanged. If it is concluded that the results should be permanently withheld, the candidate will not receive a result. The candidates found to have engaged in malpractice may also be banned from taking the MAGIS test in future.

This procedure is designed to ensure that all decisions are consistent, fair and based on the fullest information available. We aim to complete the investigation of suspected malpractice cases within eight weeks of the test date. There is an appeals procedure for candidates who wish to appeal against a decision to permanently withhold their result

## **MAGIS Admission/Scholarship test: Malpractice Procedure step-by-step guide**

### **Results**

As stated above, the malpractice procedure may dictate that affected candidates do not receive results, or their result may be cancelled after it is issued.

- You might get your result later than others in your group
- Your result might be cancelled before it is released
- Your result might be cancelled after it is released if concerns are raised after the release date
- We may cancel or withhold results for an entire exam session, where there is evidence an exam session has not been securely administered.

#### **Step 1: Suspected malpractice is identified**

A candidate is identified for suspected malpractice by sources such as (but not limited to):

- The Exam centre
- an examiner
- statistical analysis of their responses
- a MAGIS Head Office Team investigation (such as an inspection)

#### **Step 2: Malpractice case is created**

We create a case for each candidate and take the following action:

- temporarily withhold the candidate's result (if not yet released) or
- withdraw the candidate's result (if already released)
- contact the Exam centre and request any supporting information that may be relevant to the malpractice case e.g. the venue's room plan, invigilator records, etc.

### □ **Step 3: Malpractice sift**

Cambridge analyses the malpractice case using our established criteria to decide whether the case should be submitted for further investigation by the malpractice team. These criteria are designed to filter out cases that do not merit further review.

- If the case does not meet the criteria, we resolve the case and release the result.
- If the case needs further review and investigation, it will advance to Step 4.
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### □ **Step 4: Preliminary review and investigation**

We review and investigate the case. We will release the result if there is not sufficient cause for concern, or we will contact the exam centre to request a statement from each candidate involved. The statement gives the candidate a chance to represent their view of events. The candidate provides the centre with a statement, which the centre then sends to compliance and quality team. Candidates under 18 can be represented by their parent or guardian if they wish.

The candidate's statement should include:

- their personal response to the suspected malpractice concern e.g. acceptance or denial of the suspicion.
- any mitigating circumstances the candidate feels that Cambridge should consider.

We will review the candidates' statements and investigate further. If everything checks out, we'll release the result. If not, we will reach out to the exam centre to gather more info and may request a statement from the Supervisor and Invigilator after an online meeting or vice versa.

### □ **Step 5: Malpractice Review**

If we do not receive the candidate's statement within two weeks of our request, we will proceed with the malpractice review without it. Once we receive the candidate's statement, all available evidence for the case is reviewed by our trained staff.

The candidate can provide a statement at any later appeal stage. The malpractice team reviews the case and decides to permanently withhold or to release the candidate's result.

## □ **Step 6: Outcome**

We provide a confirmation of the final decision to the centre.

If the decision is to release the result, the candidate will receive their result via the normal channel.

If the decision is to permanently withhold the result, the candidate will not receive a result.

- The processes described in Steps 1-6 above are designed to allow for robust protection of our qualifications.
- All decisions are made on the information that is supplied to the Malpractice Review Panel within the timeframe set out above.
- The Malpractice Review Panel will seek to make a reasonable assessment on the facts presented.
- The candidate is deemed to have accepted and understood the regulations by sitting the exam and it will be for the candidate to prove that
- any discretion sought is appropriate



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