



## Examinations Malpractice Policy

Approved: November 2023

Next review due: November 2025

Updated May 2025, review date November 2025 (all exam policies to be reviewed)

### What is malpractice and maladministration?

Malpractice and maladministration are related concepts, the common theme of which is that they involve a failure to follow the rules of an examination or assessment. This policy and procedure uses the word **malpractice** to cover both malpractice and maladministration and it means any act, default or practice which is:-

- A breach of regulations
- A breach of awarding body requirements regarding how a qualification should be delivered
- A failure to follow established procedures in relation to a qualification

Which:-

- Gives rise to prejudice to candidates
- Compromises public confidence in qualifications
- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate
- Damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre

### Candidate Malpractice

Candidate malpractice means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessments evidence and the writing of any examination paper.

### Centre Staff Malpractice

Centre staff malpractice means malpractice committed by:-

- A member of staff, contractor (whether employed under the contract of employment or a contract for services) or a volunteer at a centre
- An individual appointed in another capacity by a centre such as an invigilator, a communication professional, a language modifier, a practical assistant, a prompter, a reader or a scribe.

## **Suspected Malpractice**

For the purposes of this policy, suspected malpractice means all alleged or suspected incidents of malpractice.

## **Purpose of the Policy**

To confirm St Ivo Academy:-

- Has in place a written malpractice policy which covers all qualifications delivered by the centre and details how candidates are informed and advised to avoid committing malpractice in examinations/assessments, how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body.

## **General Principles**

In accordance with the regulations, St Ivo Academy will:-

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations 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 the 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** and provide such information and advice as the awarding body may reasonably require.

## **Preventing Malpractice**

St Ivo Academy has in place:-

- Robust processes to prevent and identify malpractice, as outlined in Section 3 of the JCQ publication **Suspected Malpractice Policies and procedures**.
- This includes ensuring that all staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the JCQ publications – General Regulations for Approved Centres, Instructions for Conducting Examinations (ICE), Instructions for Conducting Coursework, Instructions for Conducting Non-Examination Assessments, Access Arrangements and Reasonable Adjustments, A guide to Special Consideration Process, Suspected Malpractice Policies and Procedures, Plagiarism in Assessments, AI Use in Assessments, Protecting the Integrity of Qualifications and A Guide to the Awarding Bodies Appeals Processes.

## **Informing and Advising Candidates**

In addition to assemblies aimed at Examination procedures and malpractice, candidates are issued with the Information for Candidates Non-Examination Assessments/Coursework in the Autumn Term and with the Information for Candidates Written Examinations and Information for Candidates Social Media with their Statement of Entry in the Spring Term.

## **Identification and Reporting of Malpractice**

### **Escalating Suspected Malpractice Issues**

- Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels.
- Reports of any suspected malpractice will be directed either in person or by an Incident Report to the Exams Officer who will escalate it up to the Head of Centre and the Awarding Body.

### **Reporting Suspected Malpractice to the Awarding Body**

- The Head of Centre will notify the Awarding Body immediately of all alleged, suspected or actual incidents of malpractice, using the appropriate forms and will conduct any investigation and gathering of information in accordance with the requirements of the JCQ publication Suspected Malpractice Policies and Procedures.
- The Head of Centre will ensure that where a candidate who is a child/vulnerable adult is the subject of a malpractice investigation, the candidate's parent/carers/appropriate adult is kept informed of the progress of the investigation.
- Form JCQ M1 will be used to notify the Awarding Body of an incident of candidate malpractice.
- Form JCQ M2 will be used to notify the Awarding Body of suspected staff malpractice/maladministration.
- Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication need not be reported to the Awarding Body but will be dealt with in accordance with the Centre's internal procedures. The only exception to this is where the Awarding Body's confidential assessment material has potentially been breached. The breach will be reported to the Awarding Body immediately.
- If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (a candidate or member of staff) will be informed of the rights of accused individuals.
- Once the information gathering has concluded, the Head of Centre (or other appointed information-gatherer) will submit a written report summarising the information obtained and actions taken to the relevant Awarding Body, accompanied by the information obtained during the course of their enquiries.
- Form JCQ M1 will be used when reporting candidate cases.
- Form JCQ M3 will be used when reporting Centre staff cases.
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All incidents of suspected staff and centre malpractice/maladministration and all incidents of suspected candidate malpractice identified after the candidate has signed the declaration must be reported to the awarding organisation.

- The Awarding Body will decide on the basis of the report and any supporting documentation, whether there is evidence of malpractice and if any further investigation is required. The Head of Centre will be informed accordingly.

### **Communicating Malpractice Decisions**

Once a decision has been made, it will be communicated in writing to the Head of Centre as soon as possible. The Head of Centre will communicate the decision to the individuals concerned and pass on details of any sanctions and action in cases where this is indicated. The Head of Centre will also inform the individuals if they have the right to appeal. In cases of improper assistance the school will update assessment records as per the awarding bodies decision.

### **Appeals Against Decisions Made in Cases of Malpractice**

St Ivo Academy will:-

- Provide the individual with information on the process and timeframe for submitting an appeal where relevant
- Refer to further information and follow the process provided in the JCQ publication A Guide to the Awarding Bodies Appeals Processes.

### **AI Misuse (this addendum added June 2024)**

AI refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead to a qualification. AI tools such as Chatbots are AI tools which are used to generate text in response to user prompts and questions.

With reference to the **JCQ Guidance for Teachers and Assessors – AI Use in Assessment: Protecting the Integrity of Qualifications**.

Student work submitted for assessment must be in their own words and not copied or paraphrased from another source such as an AI tool and must reflect their own independent work. Students must demonstrate their own knowledge, skills and understanding as required for the qualification in question and set out in the qualification specification. This includes demonstrating their performance in relation to the assessment objectives for the subject relevant to the question/s or other tasks students have been set.

Students complete the majority of their exams and assessments under close staff supervision with limited access to authorised materials and no permitted use of the internet. The delivery of these assessments should be unaffected by the developments in AI tools as students do not have access to the use of such tools when completing these assessments.

There are some assessments in which access to the internet is permitted in the preparation, research or production stages – the majority of these assessments will be NEA, coursework and internal assessments. JCQ guidance designed to help students and teachers complete NEAs, Coursework and Internal Assessments successfully is followed in relation to these assessments - **JCQ Instructions for Conducting Coursework**.

Examples of AI misuse:

- Copying or paraphrasing sections of AI-generated content so that the work submitted for assessment is no longer the student's own.
- Copying or paraphrasing whole responses of AI-generated content.
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations.
- Failing to acknowledge use of AI tools when they have been used as a source of information.
- Incomplete or poor acknowledgement of AI tools.
- Submitting work with intentionally incomplete or misleading references or bibliographies.

Where a student has used an AI tool, they must acknowledge its use and show clearly how they have used it. If a student uses an AI tool which provides details of the sources it has used to generate content, these sources must be verified by the student and referenced in their work in the normal way.

The following JCQ support resources will be used to help teachers understand and prevent AI misuse and to help students to better understand the rules for the use of AI in assessments:-

- **Information Sheet for Teachers**
- **Senior Leader Presentation for Teachers**
- **Poster for Students**
- **Teacher Presentation for Students**

Identifying the misuse of AI by students, teachers would use the same skills and observation techniques they are already using to assure themselves that students' work is authentically their own. If AI misuse is detected or suspected by the teacher and the declaration of authentication has been signed, this will be reported to the relevant awarding body.

AI comes with varying risks including not being reliable. AI answer may contain incorrect or biased information. In recent news AI was used for referencing but only produced fake references to books/articles.