

## Malpractice Policy (Exams/Assessments)

Centre Number	58277
Updated	16/12/2025
Current policy created by	Mrs A M Hine
Current policy approved by	Mr Applin
Head of centre	Miss S Hearle

Reference in this policy to GR and SMPP relate to relevant sections of the current JCQ publications General Regulations for Approved Centres and Suspected Malpractice: Policies and Procedures.

## **Introduction**

### **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 the 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 (SMPP 1)

### **Candidate malpractice**

'Candidate malpractice' normally involves 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 assessment evidence and the writing of any examination paper. (SMPP 2)

### **Centre staff malpractice**

'Centre staff malpractice' means malpractice committed by:

- a member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre; or
- 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 (SMPP 2)

### **Centre malpractice**

- 'Centre malpractice' normally involves malpractice where there is an element of systemic failure, a breach in policies or widespread malpractice such that a centre-level sanction is appropriate (SMPP 2)

### **Suspected malpractice**

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice. (SMPP 2)

## Purpose of the policy

To confirm The Henry Beaufort School 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 it must also acknowledge the use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice) (GR 5.3)

## General principles

In accordance with the regulations The Henry Beaufort School will:

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations have taken place (GR 5.11)
- 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 (GR 5.11)
- 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 and provide such information and advice as the awarding body may reasonably require (GR 5.11)

## Preventing malpractice

The Henry Beaufort School has in place robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ publication Suspected Malpractice: Policies and Procedures. (SMPP 4.3)

## Staff:

The Henry Beaufort School ensures that all staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the following JCQ documents and any further awarding body guidance:

General Regulations for Approved Centres 2025-2026

Instructions for conducting examinations (ICE) 2025-2026

Instructions for conducting coursework 2025-2026

Instructions for conducting non-examination assessments 2025-2026

Access Arrangements and Reasonable Adjustments 2025-2026

A guide to the special consideration process 2025-2026

Suspected Malpractice: Policies and Procedures 2025-2026

Plagiarism in Assessments

AI Use in Assessments: Protecting the Integrity of Qualifications

A guide to the awarding bodies' appeals processes 2025-2026

Guidance for centres on cyber security

## AI Use in Assessments

All staff follow JCQ guidance in relation to coursework and Non- Examined Assessments (NEA). Staff are also provided with the latest JCQ advice on the use of AI in exams and assessments – “AI Use in Assessments: Protecting the Integrity of Qualifications Guidance for Teachers and Assessors”. Where assessments are carried out on word processors and internet access is restricted, specific exam accounts are generated for the completion of these assessments.

### Candidates:

#### Informing and advising candidates how to avoid committing malpractice in examinations/assessments

The Henry Beaufort School actively prepares candidates from Year 9 for exams and assessments. JCQ regulations are clearly outlined to candidates including potential penalties for not following the regulations in coursework, NEAs and Public Examinations.

This is communicated through:

- Teacher briefings prior to the start of any coursework or NEA. This is to emphasize the importance of students submitting their own independent work (a result of their own efforts, independent research, etc) for assessments and the need to identify and acknowledge sources or the use of AI sources.

Where AI tools have been used as a source of information, a student’s acknowledgement must show the name of the AI source used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026. The student must retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a non-editable format (such as a screenshot) and provide a brief explanation of how it has been used.

This must be submitted with the work the student submits for assessment, so the teacher/assessor is able to review the work, the AI-generated content and how it has been used.

- Teachers stress to candidates and their parents/carers the risks of malpractice.
- Face to face assemblies prior to the start of each set of KS4 mocks in Spring Term of Year 10 and Autumn and early Spring of Year 11 outlining and reminding candidates of JCQ Regulations and School specific regulations.
- Dedicated area of the school website with regulations and policies.
- 3 separate mock seasons completed under JCQ regulations including Access Arrangements.
- Parent information evenings in Year 10 & Year 11 to outline the process and regulations to parents and directing them to the school website for further information.
- Reminders of exam regulations prior to every public exam

## Identification and reporting of malpractice

### Escalating suspected malpractice issues in the Henry Beaufort School

- Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels (SMPP 4.3)

Any cases of suspected Malpractice will be reported to the Exams Officer who will immediately escalate this to the Head of Centre Miss S Hearle and the SLT Link for Exams Mr A Applin.

- The SLT link for exams, in conjunction with the Exams Officer, will conduct interview(s) with relevant candidate(s), or staff and inform the Head of Centre.
- Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
- Give the individual the opportunity to respond in writing to the allegations made.
- Complete JCQ Malpractice form and forward to the awarding body with required documentation
- Inform the individual of the avenues for appealing against any judgment made.
- Document all stages of any investigation.

### Reporting suspected malpractice to the awarding body

- The head of centre will notify the appropriate 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 (SMPP 4.1.3)
- 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/carer/ appropriate adult is kept informed of the progress of the investigation (SMPP 4.1.3)
- Form JCQ/M1 will be used to notify an awarding body of an incident of candidate malpractice. Form JCQ/M2 will be used to notify an awarding body of an incident of suspected staff malpractice/maladministration (SMPP 4.4, 4.6)
- Candidate malpractice offences relating to the content of work (i.e. inappropriate/offensive content, copying/collusion, plagiarism (including AI misuse) and/or false declaration of authentication) which are discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication, do not need to be reported to the awarding body. Instead, they will be dealt with in accordance with the centre's internal procedures.
- Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where the offence does not relate to the content of candidates' work (e.g. possession of unauthorised materials, breach of assessment conditions) or where a candidate has signed the declaration of authentication, must be reported using a JCQ M1 to the relevant awarding body. If, at the time of the malpractice, there is no entry for that candidate (who the centre intended to enter), the centre is required to submit an entry by the required entry deadline. (SMPP 4.5)



- If, in the view of the investigator, there is sufficient evidence that an individual may have committed malpractice, that individual (the candidate or the member of staff) will be informed of all the required information and the accused individual informed of their rights and responsibilities (SMPP 5.33-3.4)
- 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 (5.35)
- Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used (SMPP 5.37)
- The awarding body will decide, based on 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 (SMPP 5.40)

### **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. (SMPP 11.1)

### **Appeals against decisions made in cases of malpractice**

The Henry Beaufort School 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."

This policy will be reviewed annually or earlier should a scenario indicate an update may be required