Malpractice policy

Chace Community School

Malpractice Policy

Centre name	Chace Community School
Centre number	12510
Date policy first created	September 2025
Current policy approved by	Tanya Douglas
Current policy reviewed by	Carly Lynch
Next review on	September 2026

Key staff involved in the policy

Role	**Name**
Head of centre	Tanya Douglas
Senior leader(s)	Natalie Slade / Krysia Sosin / Barbara Terziyski /Alex Greig / Carly Lynch / Amanda Roper / Gamze Sahin
Exams officer	Julia Cousins

Other staff (if applicable)	Carly Lynch / Julie Marshall

This policy is reviewed and updated annually to ensure that any malpractice at Chace Community School is managed in accordance with current requirements and regulations.

Reference in the 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' 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 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)

Suspected malpractice

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice (regardless of how the incident might be categorised, as described in SMPP, section 19) (SMPP 2)

Purpose of the policy

To confirm Chace Community 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 (GR 5.3)

• has in place for inspection that must be reviewed and updated annually, a written malpractice policy which covers all qualifications delivered by the centre detailing 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 Chace Community 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

Chace Community 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)

• This includes ensuring 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; Post Results Services June 2025-2026 and November 2025-2026; A guide to the awarding bodies' appeals processes 2025-2026* (SMPP 3.3.1)

Additional information:

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

Through assemblies run by Julia Cousins (Exams Officer) and Carly Lynch (SLT Exams) in the Autumn term prior to the Mock Exams and again in the summer term prior to the exam season, candidates will be informed of what is malpractice, what will constitute malpractice and will advise how to avoid committing malpractice in the examinations/assessments through a series of slides and clips. Special emphasis will be put in the use of AI (artificial intelligence) and the risks of using it, what AI is and how this will be treated as malpractice, when it may

be used and how it should be acknowledged by referencing the JCQ document 'Teachers & Assessors - AI used in Assessments: Protecting the Integrity of Qualifications'. This will also b e shared with students during form time sessions and with parents/carers via the parent bulletin across the year.

AI Use in Assessments

With reference to the JCQ guidance for teachers & Assessors - AI use in Assessments: Protecting the integrity of qualifications:

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

There are some assessments in which access to the internet is permitted in the preparatory, research or production stages. The majority of these assessments will be Non-Examined Assessments (NEAs), coursework and internal assessments for Vocational Qualifications.

The JCQ support resources, in the JCQ webpage (https://www.jcq.org.uk) will also be used to help teachers understand and prevent AI misuse and to help students to better understand the rules for use of AI in assessments.

Identification and reporting malpractice

Escalating suspected malpractice issues

• Once suspected malpractice is identified, the EO will report it using the appropriate channels after previous consent of the Head of Centre, Tanya Douglas.

• EO will launch an investigation and collect every piece of information needed and will present Tanya Douglas with the potential evidence and statement of any party involved.

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)

• 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 (SMPP 4.5)

• If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that

individual (the candidate or the member of staff) will be informed of the rights of accused individuals (SMPP 5.33)

• 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 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 (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

Chace Community 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**

Additional information:

Refer to Complaints and Appeals Procedure and/or Internal Appeals Procedure policies.

Changes 2025/2026

Under headings What is malpractice, Candidate malpractice, Suspected Malpractice amended to reflect slight wording changes in SMPP.

Under heading Purpose of the policy: To confirm Chace Community 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

(Amended to reflect the change in GR 5.3) To confirm Chace Community School: has in place for inspection that must be reviewed and updated annually, a written malpractice policy which covers all qualifications delivered by the centre detailing 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)

General Principles

- Amended to reflect the change in GR 5.11: take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after-assessments have taken place

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

Through assemblies run by Julia Cousins (Exams Officer) and Carly Lynch (SLT Exams) in the Autumn term prior to the Mock Exams and again in the summer term prior to the exam season, candidates will be informed of what is malpractice, what will constitute malpractice and will advise how to avoid committing malpractice in the examinations/assessments through a series of slides and clips. Special emphasis will be put in the use of AI (artificial intelligence) and the risks of using it, what AI is and how this will be treated as malpractice, when it may be used and how it should be acknowledged by referencing the JCQ document 'Teachers & Assessors -

AI used in Assessments: Protecting the Integrity of Qualifications'. This will also b e shared with students during form time sessions and with parents/carers via the parent bulletin across the year.