Our Lady Queen of Peace

Catholic High School

Malpractice Policy

(Exams/Assessments) 2026/2027

Mission Statement

In Christ We Grow – As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

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The policy is next due for review on 12th November 2027

Introduction

What is malpractice and maladministration?

'Malpractice' and 'maladministration' are related concepts, the common theme being 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, and/or
- a breach of awarding body requirements regarding how a qualification should be delivered, and/or
- a failure to follow established procedures in relation to a qualification

which:

- gives rise to prejudice to candidates, and/or
- compromises public confidence in qualifications, and/or
- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate, and/or
- 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 completion of any examination. (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 purpose 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 Our Lady Queen of Peace Catholic High 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 with reference to the JCQ document *Suspected Malpractice Policies and Procedures*

  The policy **must** detail 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 Our Lady Queen of Peace Catholic High 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 document *Suspected Malpractice: Policies and Procedures* and provide such information and advice as the awarding body may reasonably require (GR 5.11)

Preventing malpractice

Our Lady Queen of Peace Catholic High School has in place:

- robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ document *Suspected Malpractice: Policies and Procedures.* (SMPP 4.3)
- this includes ensuring that 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*
  - *Instructions for conducting examinations (ICE)*
  - *Instructions for conducting coursework*
  - *Instructions for conducting non-examination assessments*

- *Access Arrangements and Reasonable Adjustments*
- *A guide to the special consideration process*
- *Suspected Malpractice: Policies and Procedures*
- *Plagiarism in Assessments*
- *AI Use in Assessments: Your role in protecting the integrity of qualifications*
- *Post Results Services*
- *A guide to the awarding bodies' appeals processes*
- *Guidance for centres on cyber security (SMPP 3.2)*

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

Malpractice is explained to students at Our Lady Queen of Peace Catholic High School by:

- Issuing all students with a 'Student Exam Handbook' which details all processes affecting students from start to finish of the exam cycle - malpractice is explained on page 9.

- An assembly is held prior to the examination series explaining the processes, procedures and regulations of exams.

AI use in assessments (and preventing AI misuse)

Students are directed to pay particular attention regarding the use of AI (Artificial Intelligence) to ensure that all work produced is their own and is not copied or paraphrased from another source such as an AI tool (AI chatbot).

Prior to beginning their work, students are issued with the JCQ *Information for candidates* documents: *AI (Artificial Intelligence and assessments),* (as applicable to any of their qualifications) *Coursework assessments, Non-examination assessments* and *Social Media* (GR 5.8)

Students are informed, through a presentation and also in their *Student Exam Handbook* that AI misuse is when something made using when AI is presented as their own work and that this is classed as malpractice (cheating).

Students are informed that:

- they are not allowed to use AI tools when in an examination
- they will be told by their teacher if they are allowed to use AI tools when doing coursework
- relevant subject staff will ensure that all candidates have read the *Notice to candidates* within the relevant awarding body's *Candidate declaration form* (Authentication form) prior to beginning their work
- They mustl not sign the declaration until they have completed their work and handed it in for final assessment
- that even when allowed to use AI tools, marks cannot be gained for content just produced by AI, only from showing their own understanding and producing their own work
- any AI tools used must be referenced clearly with:
    - the AI tool used
    - the date the content was generated
    - an explanation of how AI was used
    - a screenshot of the questions the student asked and the answers they received
- if they have used an AI tool they must not sign the declaration until sure that they have added all of the references
- if they have misused AI that they could lose all of their marks for the assessment and could be disqualified from the subject

- 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 permitted 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 General Qualifications (GQs) and Vocational & Technical Qualifications (VTQs). JCQ's guidance which is designed to help students and teachers to complete NEAs, coursework and other internal assessments successfully is followed in relation to these assessments.

Identification and reporting of malpractice

All staff at Our Lady Queen of Peace Catholic High School have a responsibility for reporting any potential malpractice that they may identify.

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

Suspected malpractice should be reported, in writing or via email, to the exams officer in the first instance who will document the alleged suspected malpractice and escalate this to the member of the senior leadership team with responsibility for exams and assessments.

Reporting suspected malpractice to the awarding organisation:

- The head of centre will notify the appropriate awarding body immediately of all* alleged, suspected or actual incidents of (staff, centre and candidate) malpractice, using the appropriate forms, and will conduct any investigation and gathering of information in accordance with the requirements of the JCQ document *Suspected Malpractice: Policies and Procedures* (SMPP 4.1)

  (*the only exception to this if candidate malpractice discovered in coursework or non-examination assessments where the offence relates to the content of candidate work (e.g. copying/collusion, plagiarism and/or AI misuse and the authentication forms have not been signed by the candidate)

- The head of centre will ensure that, where a candidate is a child or an adult at risk and 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)

- Form JCQ/M1 will be used to notify an awarding body of an incident of candidate malpractice. Form JCQ/M2 will be used (**before** an investigation commences) to notify an awarding organisation 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 organisation. 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 organisation. 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 information gatherer, 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 informed of their rights and responsibilities as the accused individual, prior to the submission of the report to the awarding organisation (SMPP 5.35-36, 40)

- Where it is identified that there is a need to exercise discretion in the light of the circumstances of the case in terms of how the evidence is presented to the accused individual (for example, if there are concerns about revealing the identity of a third party mentioned in the documentation), this will be discussed with the awarding organisation.

  If the accused individual is provided with a reduced or redacted set of case documentation by the information gatherer, then the awarding organisation will be provided with the same information as provided to the individual. Where there are multiple individuals involved in the same incident, copies of the redacted documents for each individual will be provided to the awarding organisation. (SMPP 5.36)

- Once the information gathering has concluded, the head of centre (or other appointed information gatherer) will submit a written report to the relevant awarding organisation summarising the information abtained and actions taken, accompanied by the information obtained during the course of their enquiries (SMPP 5.37)

- Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used (SMPP 5.39)

- The awarding organisation 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 5.42)

Communicating Malpractice Decisions

Once a decision has been made by the awarding organisation, 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

Our Lady Queen of Peace Catholic High 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 document *A guide to the awarding organisations' appeals processes*