Exams Malpractice Policy

THE EARLS HIGH SCHOOL
AD 1652

Author	Assistant Headteacher	**Date:** December 2025
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Exams Malpractice Policy

Centre name	The Earls High School
Centre number	20532
Date policy first created	05/12/2024
Current policy approved by	LGB
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Key staff involved in the policy

Role	Name
Head of centre	Mr J Fox
Senior leader(s)	Mrs A Houlston, Mr J Toulson
Exams officer	Mrs L Durnall
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that any malpractice at The Earls High 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 documents General Regulations for Approved Centres and Suspected Malpractice: Policies and Procedures.

1. 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)

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)

2. Purpose of the policy

To confirm The Earls 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 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)

3. General principles

In accordance with the regulations The Earls High School will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments 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 current JCQ document Suspected Malpractice - Policies and Procedures and provide such information and advice as the awarding body may reasonably require (GR 5.11)

4. Preventing malpractice

The Earls 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 2024-2-25
    - Instructions for conducting examinations (ICE) 2024-2025
    - Instructions for conducting coursework 2024-2025
    - Instructions for conducting non-examination assessments 2024-2025
    - Access Arrangements and Reasonable Adjustments 2024-2025
    - A guide to the special consideration process 2024-2025
    - Suspected Malpractice: Policies and Procedures 2024-2025 (this document)
    - Plagiarism in Assessments
    - AI Use in Assessments: Protecting the Integrity of Qualifications

- Post Results Services June 2024 and November 2024
- A guide to the awarding bodies' appeals processes 2024-2025

(SMPP 3.3.1)

5. Additional information:

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

- The candidates are informed in assemblies of what Malpractice is and how it can affect them in line with current JCQ policy guidance (Suspected Malpractice Policies and Procedures).
- Candidates are informed of the 'Warning to Candidates' and 'Unauthorised Items' posters which are also outside all exam rooms.
- The suggested wording for invigilators' announcements at the beginning of written examinations also details what can and cannot be done in the exam environment and is read out at the beginning of every exam.
- JCQ information for Candidates is shared in Teams to students and students are sign posted to this by their Head of Year.
- For any assessments that could be affected by the use of AI, the teaching staff will inform the candidates of the regulations of if/when AI technology can be used, and also the consequences of its misuse.
- Staff have been directed towards the AI Use in Assessments: Protecting the Integrity of Qualifications guidance.

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 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.

6. 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. (SMPP 4.3)

- As soon as suspected malpractice is suspected during the exam process, the Exams Officer is made aware and discusses with the witness of what occurred and logs this on the appropriate JCQ form and gets it signed by the witness.

- The candidate is then informed of the incident and the potential impact that it may have on their results. They are asked if they agree with the statement and if they would like to add a statement. The checklist on Form M1 is followed for candidate malpractice. The checklist on Form M2/M3 is followed for centre/staff maladministration/malpractice.
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7. 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 document Suspected Malpractice: Policies and Procedures (SMPP 4.1.3)
- 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 4.1.3)
- 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 does not need to 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)

8. Additional information:

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

9. 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)

Additional information:

Appeals against decisions made in cases of malpractice

The Earls 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 bodies' appeals processes

Changes 2024/2025

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 The Earls High 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 The Earls 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 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)

Under heading General Principles, bullet point 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

Under heading Preventing Malpractice: Updated the list of JCQ documents.

Under the heading Informing and advising candidates how to avoid committing malpractice in examinations/assessments updated the prompt in the insert field to: Detail the process in your centre which confirms how, when and by whom candidates are informed and advised to avoid committing malpractice in examinations/assessments. Describe the process and 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). Confirm when this takes place and include the name(s) and/or role(s) of those staff involved in briefing candidates.