



# **Malpractice Policy**

Queen Elizabeth's School

## Malpractice Policy

Centre name	Queen Elizabeth's School
Centre number	55247
Date policy first created	01/12/2025
Current policy approved by	Mr Tom Neill
Current policy reviewed by	Julie Dennis
Date of review	01/12/2025
Date of next review	01/12/2026

## Key staff involved in the policy

Role	Name
Head of centre	Mr Tom Neill
Senior leader(s)	Claire Porter, Charlotte Burrows, Diana Detterick, Kim Ashby, Chris Humphries, Matthew Oldfiend, Sophie Dean, Tom Wood
Exams officer	Julie Dennis
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that any malpractice at Queen Elizabeth's 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**.

## Introduction

### What are malpractice and maladministration?

'Malpractice' and 'maladministration' are distinct but 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 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 1.9). (SMPP 2)

## Purpose of the policy

To confirm Queen Elizabeth's 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)

## General principles

In accordance with the regulations Queen Elizabeth's 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)

## Preventing malpractice

Queen Elizabeth's 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 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 (this document)
  - Plagiarism in Assessments
  - AI Use in Assessments: Protecting the Integrity of Qualifications
  - Post Results Services June 2025 and November 2025
  - A guide to the awarding bodies' appeals processes 2025-2026
  - Guidance for centres on cyber security

(SMPP 3.2)

Additional information:

N/A

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

It is the responsibility of teaching staff and SLT to ensure that students understand

- Exam room regulations
- Regulations relating to Non-Examined Assessments (NEA's), coursework and internal assessments for General Qualifications (GQ'S) and Vocational & Technical Qualifications (VTQ's)
- School expectations during the exam period

It is the responsibility of the Examinations Manager to ensure that

- Students are issued with copies of regulatory notices on an annual basis via email and they are posted on the school website
- Regulatory notices are displayed in all exam rooms and on the school website

It is the responsibility of the Invigilators to

- Remind students of regulations at the beginning of each examination.

**<https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/>  
& <https://www.jcq.org.uk/exams-office/malpractice>**

The above provides teachers/assessors involved in delivering, and students taking, JCQ qualifications with the information they need to manage use of AI in assessments and how to avoid Malpractice in examinations and assessments.

The guidance is designed to help students and teachers to complete NEAs, coursework and other internal assessments successfully. These assessments give students the chance to demonstrate skills which cannot be assessed in exams.

A copy of the AI Use Guidance and Plagiarism in assessments is shared with senior leaders, teachers and assessors in Queen Elisabeth's School to give them clear guidance on the Use of AI in all assessments and a record is kept of those who have been sent and read the guidance.

Queen Elisabeth's School also share via email this information with students to protect the integrity of exams, NEA and Coursework using the guide for students found on the JCQ website - Information for candidates AI (Artificial Intelligence and assessments) and the JCQ AI poster for students. This is also communicated to students in Exams/Coursework/NEA Assembly's by a member of the senior leadership teams.

### **JCQ Artificial Intelligence (AI) Use in Assessments:** **Protecting the Integrity of Qualifications - What is AI?**

AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool. AI tools cannot be used in an exam or any other assessment where exam rules apply.

If a student uses an AI tool they will not get marks for

what the AI tool has produced as it is not their own work.

If a student is allowed to use an AI tool their subject teacher will advise them and the Student must do the following:

- Reference the AI tool they have used
- Give the date of when the AI tool generated the content
- Give details of how it was used
- Save screenshots of what the student asked or instructed the AI tool to do and whatever the answer the AI tool gave and this must be included with the work submitted.

Failure to do any of the above will constitute malpractice

### **AI use in assessments**

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 assessment should be unaffected by development in AI tools as students must not be able to use such tools when completing these assessments, although care must be taken when a student is allowed to use a laptop or similar device for exams, to ensure they have no access to AI Tools.

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 (NEA's), coursework and internal assessments for General Qualifications (GQ'S) and Vocational & Technical Qualifications (VTQ's)

JCQ's guidance which is designed to help students and teachers to complete NEA's, coursework and other internal assessments successfully is followed in relation to these assessments.

Candidates will be issued with of the JCQ **Information for candidates - AI (Artificial Intelligence and assessments)** or similar centre document prior to completing their work/prior to signing the declaration of authentication.

## **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)

Suspected Malpractice issues are initially raised with the Examinations Manager who escalates it to the Head of Centre

### **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)
- 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 to the relevant awarding body summarising the information obtained and actions taken, 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)

Additional information:

The school will ensure that students are informed about regulations relating to examinations and coursework for all qualifications delivered by the centre.

The school will investigate all alleged infringement of regulations, by staff or by students. Any student or member of staff accused of malpractice will be:

- Informed of the allegation made against him or her in writing
- Given access to the evidence supporting the allegation
- Told the possible consequences should malpractice be proven
- Given the opportunity to prepare a response with the support of an independent member of staff (for students this would usually be their form teacher)
- Given the opportunity to see independent help
- Informed of the appeals procedure (if any)

All proven allegations of malpractice will be reported to the appropriate awarding body.

Where malpractice appears to have taken place, including Internal Assessments, it should be reported to the Examinations Manager in the first instance.

An investigation will be carried out by a senior member of centre, or Trust, staff chosen by the Head of Centre who is independent and not connected to the department or candidate involved. The Head of Centre will submit a report to the awarding body using JCQ Form M1 for Student malpractice, JCQ Form M2 for malpractice/maladministration involving centre staff.

When allegations of malpractice are made against a student, he or she should be

- Given an opportunity to write a personal statement
- Given an opportunity to seek advice from his/her parents/guardians.

Whether or not a student's parents are involved in the investigation, a copy of the report submitted to the awarding body will be made available to them on request

Where a student's parents are connected with the school (for example, as members of staff or governors) they will not be permitted to take part in the investigation

Where the alleged malpractice involves coursework, NEA or and internal assessments for General Qualifications (GQ'S) and Vocational & Technical Qualifications (VTQ's) and the student has not yet signed a statement of authentication the issue will be dealt with internally.

Once a statement of authentication has been signed the case will be referred to the appropriate awarding body.

Where coursework submitted for internal assessment is rejected on the grounds of malpractice. including inappropriate use of AI, candidates have the right to appeal against this decision (see Learner Appeals procedure (Internal Assessment decisions policy))

All decisions about penalties to be applied for malpractice lie with the awarding body concerned. When Queen Elizabeth's school receives a response to a malpractice report it will inform the parties involved as soon as possible and in writing

Students do not have the right of appeal against decisions however the school may appeal on behalf of a student. Students parents should not attempt to contact awarding bodies directly.

## **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:

N/A

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

Queen Elizabeth's 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**

Additional information:

N/A



## Changes 2025/2026

(Added) New heading **Centre malpractice** added.

(Added) Under heading **Preventing malpractice** added to the list of JCQ documents.

(Added/amended) Under heading **AI use in assessments**:

- additional/amended text added in bullet points to reflect slight changes in SMPP
- optional insert field added referencing the JCQ document **Information for candidates - AI (Artificial Intelligence and assessments)** or similar centre document.

(Amended) Under heading **Reporting suspected malpractice to the awarding body** text amended to reflect wording changes/additions in SMPP.

## Centre-specific changes