



Cardinal Langley RC High School

## Exams Policies & Procedures 2024-25

### MALPRACTICE POLICY

#### Document control

<b>Centre Name</b>	Cardinal Langley RC High School
<b>Centre Number</b>	33209
<b>Date policy first created</b>	12/02/2025
<b>Current policy approved by</b>	Headteacher
<b>Current policy reviewed by</b>	Mrs L Barton
<b>Date of next review</b>	12/09/2025

#### Key staff involved in the policy

<b>Role</b>	<b>Name</b>
Head of Centre	Mr A Bridson
Senior Leader/s	Senior Deputy Headteacher & Senior Assistant Headteacher/s
MIS/Data Manager   Exams Manager	Mrs L Barton

This policy is reviewed and updated annually to ensure that any malpractice at Cardinal Langley RC High School is managed in accordance with current requirements and regulations.

## **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 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

### **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

### **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

### **Suspected malpractice**

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice

### **Purpose of the policy**

To confirm that Cardinal Langley RC 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

### **General principles**

In accordance with the regulations Cardinal Langley RC 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
- inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or member of staff, by completing the appropriate documentation
- 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
- as required by an awarding body, the school will ensure that the JCQ's guidance designed to help students and teachers to complete non-examination assessments, coursework and other internal assessments is closely followed, especially in relation to the risk of AI use

### **AI use in assessments**

AI use refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead to qualifications. While the range of AI tools, and their capabilities, is likely to expand greatly, misuse of AI tools in relation to qualification assessments at any time constitutes malpractice. Teachers and students should also be aware that AI tools are evolving quickly, but there are still limitations to their use, such as producing inaccurate or inappropriate content

Students may not use AI tools during assessments, including internal and external assessments, and coursework/NEA assessments. They may not use AI to write their homework or classroom work, where AI generated text is presented as their own work.

Students may use AI tools to research new topics and ideas. They may use AI tools when specifically discussing AI in the classroom, for example in IT lessons or Art homework.

All AI generated content must be referenced correctly, including the title of the source, the date the content was generated, the author of the tool, the name and version of the AI system used, and the website used. In addition, the student must retain a copy of the questions and computer-generated content for reference and authentication purposes, which should be in a non-editable format, i.e., a screenshot, and provide a brief explanation of how it has been used.

Students who misuse AI such that the work they submit for assessment is not their own will have committed malpractice, in accordance with JCQ regulations, and may attract severe sanctions

Staff should be aware that AI tools are being developed and should use such tools with caution as they can provide inaccurate, inappropriate or biased content. They should make sure they inform students of the risks of using AI tools and that they must properly reference any AI generated work they use.

Where teachers have doubts about the authenticity of student work submitted for assessments they must investigate and take appropriate action

The head of centre must also ensure that teaching staff do not use AI as the sole means of marking candidates' work

For further information on AI use in assessments, see the JCQ's AI Use in Assessments: Protecting the Integrity of Qualifications: [AI Use in Assessments: Protecting the Integrity of Qualifications](#)

### **Preventing malpractice**

Cardinal Langley RC High 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**
- 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 2024-2025;*

*Instructions for Conducting Examinations (ICE) 2024-2025;*

*Instructions for Conducting Coursework 2024-2025;*

*Instructions for Conducting Non-examinations 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;*

*Plagiarism in Assessments;*

*AI Use in Assessments: Protecting the Integrity of Qualifications: Guidance for Teachers and Assessors;*

*A Guide to the Awarding Bodies' Appeals Process*

- Informing and advising candidates: Cardinal Langley RC High School will provide candidates with an examination booklet at the beginning of each academic year detailing examples of malpractice incidents, this will also be included in assemblies with candidates. Candidates are also directed to the Exam Policy page of the school website in the exam booklet

### **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

#### **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**
- 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
- 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
- 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

- If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (a candidate or member of staff) will be informed of the rights of accused individuals
- 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
- 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

### **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 individual/s concerned and pass on details of any sanctions and action in cases where this is indicated. The head of centre will also inform the individual/s if they have the right to appeal.

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

Cardinal Langley RC 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 publication **A Guide to the Awarding Bodies' Appeals Processes**