



St George Catholic College - Malpractice policy (exams) 2025-26

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Centre Name	St George Catholic College
Centre Number	58645
Date policy first created	21/09/2024
Current policy approved by	PWG
Current policy reviewed by	PWG

Key staff involved in the policy

Role	Name
Head of Centre	Mr James Habberley
Senior leader(s)	Mr James Preston
Exams officer	Mrs Marjorie Aldworth

This policy is reviewed and updated annually to ensure that any malpractice at St George Catholic College 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. (SMPP 2)

Purpose of the policy

To confirm St George Catholic College:

- 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)

General principles

In accordance with the regulations St George Catholic College 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

St George Catholic College 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 2023-2024*
 - *Instructions for conducting examinations (ICE) 2023-2024*
 - *Instructions for conducting coursework 2023-2024*
 - *Instructions for conducting non-examination assessments 2023-2024*
 - *Access Arrangements and Reasonable Adjustments 2023-2024*
 - *A guide to the special consideration process 2023-2024*

- *Suspected Malpractice: Policies and Procedures 2023-2024*
- *Plagiarism in Assessments*
- *AI Use in Assessments: Protecting the Integrity of Qualifications*
- *A guide to the awarding bodies' appeals processes 2023-2024 (SMPP 3.3.1)*

Informing and advising candidates

Candidates are:

- Briefed (in assemblies, in writing, via MS Teams, through displays and posters across the school) for **all** assessments / exams about what constitutes malpractice, including:
 - What items are and are not allowed into the examination room (eg. Mobile phones, watches, wireless earphones / airpods). All candidates are asked to check their mobile phone is switched off and in their bag before an exam, and on their entry to the examination room.
 - What constitutes malpractice and what the potential sanctions are, including disqualification from examinations.
 - What constitutes communication with other candidates, and invigilators are trained to ensure this does not happen.
 - Invigilators check that all prohibited items have been removed.
- All candidates are informed and advised about regulations, prohibited items and sanctions from Year 10 onwards through mock exams / any early entry GCSE exams.
- Posters are displayed outside every examination room across the site, and referred to explicitly before each exam.
- Written to and shared guidelines published by JCQ and exam boards.

AI Use in Assessments

In order to ensure that AI is not used in a plagiaristic way, and to ensure the integrity of examinations and assessments, the following steps have been taken:

- In all classrooms in which coursework / NEAs are completed, there are posters outlining what malpractice is and how the use of AI can be deemed malpractice.
- All candidates are taught explicitly about the use of AI in assessments / coursework / NEA, what constitutes malpractice, and misuses of AI (JCQ guidance).
- All staff have been shared the JCQ guidance: *AI Use in Assessments: Protecting the Integrity of Qualifications* (Updated February 2024).
- All teachers teaching coursework (eg. BTEC coursework / NEAs) have delivered specific information about the use of AI to candidates.

Identification and reporting of malpractice

All invigilators are trained on what constitutes malpractice, how to identify it, and how to report it.

As soon as suspected malpractice is identified 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:

		Yes	No
1.	The candidate(s) has/have been informed of their individual responsibilities and rights (section 5.3.2) .	<input type="checkbox"/>	<input type="checkbox"/>
2.	A candidate or candidates accused of malpractice:		
	<ul style="list-style-type: none"> has/have been informed (preferably in writing) of the allegation made against him or her; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> has/have been advised that a copy of the JCQ <i>publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures</i> can be found on the JCQ website; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> know(s) what evidence there is to support the allegation; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> know(s) the possible consequences should malpractice be proven; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> has/have had the opportunity to consider their response to the allegations (if required); 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> has/have had an opportunity to submit a written statement; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> has/have had an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required); 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> has/have been informed of the applicable appeals procedure should a decision be made against him or her; 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> has/have been informed of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators and other appropriate authorities. 	<input type="checkbox"/>	<input type="checkbox"/>

The checklist on Form M2/M3 is followed for centre/staff maladministration/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)

Any malpractice in exams or assessments which is identified need to be reported to:

- Exams Officer – Mrs Marjorie Aldworth
- SLT in charge of exams - Mr James Preston
- Head of Centre - Mr James Habberley

Reporting suspected malpractice to the awarding body

- The head of centre / exams officer 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 (a candidate or a 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) Additional information:

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

St George Catholic College 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**