



**IFIELD SCHOOL**

**Exams**

**Malpractice Policy**

**Reviewed:** November 2025

**Review Date:** November 2026

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**. In any cases of Suspected Malpractice the SMPP document will be followed.

## **Introduction**

### **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 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.

### **Centre Malpractice**

'Centre malpractice' usually 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.

### **Candidate Malpractice**

'Candidate malpractice' usually involves malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or nonexamination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the completion of any examination. (SMPP pg7)

### **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 pg7)

## Suspected Malpractice

For the purposes of this policy, 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).

## Purpose of the Policy

To confirm Ifield 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 concerns 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)

## General Principles

In accordance with the regulations, Ifield School will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations or 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 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

Ifield 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**. (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 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
  - 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.

## **Informing and Advising Candidates**

The candidates are informed of what malpractice is and how it can affect them by teachers, in line with the current JCQ policy guidance (Suspected Malpractice Policies and Procedures).

All candidates are informed by centre staff of the '*Warning to Candidates*' and '*Unauthorised Items*' posters which are also outside all exam rooms. The '*suggested wording for invigilators' announcement at the beginning of written examinations*' also details what can and cannot be placed in the exam environment.

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 towards qualifications. While the range of AI tools, and their capabilities, is likely to expand greatly in the near future, misuse of AI tools in relation to qualification assessments at any time constitutes malpractice.

AI misuse constitutes malpractice as defined in the JCQ Suspected Malpractice: Policies and Procedures (<https://www.jcq.org.uk/exams-office/malpractice/>). The malpractice sanctions available for the offences of 'making a false declaration of authenticity' and 'plagiarism' include disqualification and debarment from taking qualifications for a number of years. Students' marks may also be affected if they have relied on AI to complete an assessment and, as noted above, the attainment that they have demonstrated in relation to the requirements of the qualification does not accurately reflect their own work.

Ifield School does not have any internal assessments where AI can be used, as these assessments are printed by the Exams Officer for Functional Skills assessments and for ASDAN these are provided and completed in class with a team of assessors. However, for any assessments that could be affected by the use of Artificial Intelligence (AI), the teaching staff will inform the candidates at the start of the course during lessons of the regulations of if and when AI technology can be used, and also the consequences of its misuse, which will be regarded as '*malpractice*'. If applicable, teachers are provided with the JCQ '*Artificial Intelligence (AI) Use in Assessments: Protecting the Integrity of Qualifications*' guidance document.

## **Identification and Reporting of Malpractice**

### **Escalating Suspected Malpractice**

Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels (SMPP 4.3). The member of staff must inform the Exams Assistant, Exams Officer or the Head of Centre immediately.

### **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** (SMPP 4.1.3).
- The Head of Centre will ensure that where a candidate who is a student or vulnerable adult is the subject of a malpractice investigation, the candidate's parent or carer 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).
- Where an awarding body does not follow the JCQ regulations, then the forms within Appendix 1 and Appendix 2 must be used to inform the awarding body.

- *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 must 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, 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) must 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 (SMPP 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).

### **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).

### **Appeals against Decisions made in Cases of Malpractice**

Ifield 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**.

### **Other policies to be read in conjunction with this policy:**

- Exams Policy
- Exams Contingency Policy
- Exams Internal Moderation Policy
- Exams Word Processor Policy
- Exams Complaints Policy
- Exams Conflicts of Interest Policy
- Exams Whistleblowing Policy
- Exams Cyber Security Policy

**Single Equalities Scheme Impact Assessment (Equalities Act 2010)**

This policy has been developed to ensure that there is no negative or adverse impact on any individual or group in terms of disability, race, belief, gender, sexual orientation or age. All opportunities for potential positive impact on individuals, groups and the community are embedded within the ethos, vision and values of the school.

*Ifield School is committed to achieving Best Value in all decisions made. We use the principles of Best Value as they apply to securing continuous improvement in this school.*

Signed by Headteacher: .....

Signed by Chair of Governors: .....



### Centre Staff Malpractice Form and Report

**Awarding Body**

**Centre Number**

**Centre Address**

  
  

**Head of Centre Name:**

**Contact Telephone Number:**

**Head of Centre Email:**

**Date of Incident:**

**Name and position of centre staff involved in suspected malpractice:**

**Details of qualification affected:**

**Nature of suspected malpractice:**

**Could the candidate(s) have been unfairly advantaged or disadvantaged – if so, provide details:**

**Details of investigation and findings:**

**Name:** .....

**Position:** .....

**Date:** .....



### Candidate Malpractice Form and Report

**Awarding Body**

**Centre Number**

**Centre Address**

  
  

**Head of Centre Name:**

**Contact Telephone Number:**

**Head of Centre Email:**

**Date of Incident:**

**Candidate Name & Number:**

**Details of qualification affected:**

**Name of invigilator and/or witness(es):**

**Describe the nature of the suspected malpractice:**

**Details of investigation and findings:**

**Name:** .....

**Position:** .....

**Date:** .....