

## Summer 2025 Malpractice in Exams Policy

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Ms Niamh Boyle	
Date of next review	30/03/2026

## 1. Key staff involved in the Malpractice in Exams Policy

Role	Name(s)
Head of Centre	<b>Mrs Madeleine Moran</b>
Exams Officer	<b>Ms Niamh Boyle</b>
Senior leader(s)	<b>Mr Brian Finnegan</b>
ALS lead/SENCo	<b>Miss Jade O'Connell</b>

## 2. Introduction

St Gregory's Catholic Science College manages malpractice, in accordance with the JCQ General Regulations for Approved Centres 2024-2025 (section 5.11) and Suspected Malpractice Policies and Procedures 2024-2025. Under normal delivery arrangements we take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during, and after examinations and report and investigate according to the requirements of the examination boards.

## 3. Purpose of the Policy

This policy addresses malpractice under the specific arrangements for delivery in Summer 2025. All staff involved have been made aware of this policy

## 4. General Principles

In accordance with the regulations, St Gregory's Catholic Science College will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place;
- 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
  - The JCQ M1 form in a case of suspected candidate malpractice
  - The JCQ M2 form in a case of suspected malpractice/maladministration involving a member of centre staff (Both forms are available on the JCQ website or can be gained from the exams officer)
- as required by an awarding body, gather evidence of any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ document Suspected Malpractice - Policies and Procedures, 1 September 2024 to 31 August 2025 and provide such information and advice as the awarding body may reasonably requires.

**It is the responsibility of all staff members, including those employed full time and those hired only for the exam season, to report any instances of suspected malpractice.**

*Where reference is made to candidates, this includes any private candidates accepted by the centre.*

## 5. What is Malpractice and Maladministration?

a) All those involved in the public qualifications system have a role to play in supporting the appropriate delivery of assessments and upholding the integrity of qualifications. Whilst the vast majority of centres, centre staff and candidates do not normally experience any form of malpractice, it is important that all are aware of the risks of malpractice and take steps to prevent it occurring. Where malpractice does occur, it is vitally important that prompt action is taken to safeguard the integrity of qualifications.

b) '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 document uses the word 'malpractice' to cover both 'malpractice' and 'maladministration'. 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.

## 6. St Gregory's Obligations to Mitigate the Risk of Malpractice

a) Centre staff malpractice and maladministration

In accordance with the regulations, St Gregory's Catholic Science College will:

- Ensure that staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the JCQ documents above and any further awarding body guidance.
- Ensure that staff involved in the delivery of assessments and examinations understand the key dates and deadlines and that there are robust procedures in place to ensure these are met.
- Ensure that examination officers are appropriately trained, resourced and supported.
- Ensure that exams, including those delivered at alternative sites are conducted in accordance with JCQ ICE requirements.
- Ensure that all staff who manage and implement special consideration and access arrangements are aware of the requirements and are appropriately supported and resourced.
- Ensure that members of staff do not communicate any confidential information about examinations and assessment materials, including via social media.

- Ensure that members of staff follow appropriate security procedures to ensure confidential information relating to examinations and assessment materials is not breached.
- Ensure that in the event of an examination clash arrangements are planned and managed effectively.
- Ensure that staff delivering/assessing coursework, internal assessments and/or non-examination assessments have robust processes in place for identifying and reporting plagiarism (including AI misuse) and other potential candidate malpractice.
- Ensure that the centre has a culture of honesty and openness so that any concerns of potential malpractice can be escalated appropriately without fear of repercussion.

## b) Candidate Malpractice

- Ensure that all JCQ notices, e.g. Information for candidates, nonexamination assessments, coursework, on-screen tests, written examinations, social media, plagiarism are made available to candidates prior to assessments/examinations taking place.
- Ensure candidates are informed verbally and in writing about the required conditions under which the assessments are conducted, including warnings about bringing prohibited materials and devices into the assessments, and access to restricted resources.
- Ensure that candidates are aware of actions that constitute malpractice and the sanctions that can be imposed on those who commit malpractice.
- Ensure that candidates are aware of the sanctions of passing on or receiving (even if the information was not requested) confidential assessment materials. If a candidate receives confidential information, they must report it to a member of centre staff immediately.
- Ensure that candidates involved in examination clash arrangements are aware of appropriate behaviour during supervision, i.e. ensuring that candidates cannot pass on or receive information about the content of assessments, thereby committing candidate malpractice.
- Ensure that candidates completing coursework or non-examination assessments are aware of the need for the work to be their own and are provided with clear instructions on how to avoid plagiarism (including AI misuse).

## 7. Identification and Reporting of Malpractice

a) Suspected malpractice or actual malpractice can be identified and reported by any of the following:

- centres (including by students, parents or centre staff);
- awarding bodies (including by examiners, moderators and awarding body staff);
- other individuals (such as funding agency staff, anonymous sources, or members of the public).

b) Process for reporting malpractice

Any individual who suspects malpractice must report this to the Exams Officer or the Deputy Head Teacher in charge of Exams in the first instance. The correct form will be provided by the Exams Officer to the individual for them to fill in with the information pertaining to the suspected instance of malpractice. Details of the forms are laid out in paragraph 4b of this document.

The completed M1 or M2 form must be returned to the Exams Officer so a copy can be made and kept on file. It will then be passed on to the Head of Centre. If the form details malpractice or maladministration on the part of the Exams Officer, it should be returned to the Deputy Head Teacher in charge of Exams.

The procedure for general complaints and appeals is laid out in the St Gregory's Complaints and Appeals Policy 2025. This procedure also applies to internal appeals against staff decisions to reject a candidate's work on the grounds of malpractice.

### c) Malpractice by a candidate discovered in a controlled assessment

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. Instead, it will be the subject of an internal investigation lead by the relevant Head of Department who will make a judgement as to whether malpractice has taken place and what the ramifications will be for that candidate and their work e.g. whether the assessment or coursework needs to be redone.

The only exception to this is where an awarding body's confidential assessment material has potentially been breached. The breach must be reported to the awarding body immediately.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment 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.

Centres should not normally give credit for any work submitted which is not the candidate's own work. If any improper assistance (see below) has been given, this must be reported to the awarding body and a note must be made of this on the cover sheet of the candidate's work or other appropriate place. Where malpractice by a candidate in a vocational qualification is discovered prior to the work being submitted for certification, St Gregory's will refer to the guidance provided by the awarding body.

**Assessment records, held by Head of Departments for their respective subject area, will be updated to include details of any improper assistance should it occur.**

## 8. Responsibilities of Head of Centre in the event of Malpractice or Maladministration

In the event of suspected malpractice or maladministration, the head of centre will:

- notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice. The only exception to this is candidate malpractice discovered in coursework or non-examination assessments (not including timed assessment for Art & Design qualifications) before the authentication forms have been signed by the candidate. If staff malpractice is discovered in coursework or non-examination assessments, the head of centre must inform the awarding body immediately, regardless of whether the authentication forms have been signed by the candidate(s);
- report malpractice using the appropriate forms as detailed in paragraphs 4b of this policy
- be accountable for ensuring that the centre and centre staff comply at all times with the awarding body's instructions regarding an investigation;
- 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;
- ensure that, if it is necessary to delegate the gathering of information to a senior member of centre staff, the awarding body's agreement is obtained and the senior member of centre staff chosen is independent and not connected to the department or candidate involved in the suspected malpractice. The head of centre should ensure there is no conflict of interest (see below) which might compromise the investigation;
- respond speedily and openly to all requests for an investigation into an allegation of malpractice. This will be in the best interests of centre staff, candidates and any others involved;
- make information requested by an awarding body available speedily and openly;
- co-operate with an enquiry into an allegation of malpractice and ensure that their staff do so also, whether the centre is directly involved in the case or not;
- ensure staff members and candidates are informed of their individual responsibilities and rights as set out in this document;
- forward any awarding body correspondence and evidence to centre staff and/or provide staff contact information to enable the awarding body to do so;
- at all times comply with data protection law;
- pass on to the individuals concerned any warnings or notifications of sanctions and ensure compliance with any requests made by the awarding body as a result of a malpractice case

## 9. Artificial Intelligence

### a) Definition of Artificial Intelligence (AI)

Artificial Intelligence (AI) refers to digital tools and software that generate, modify, or analyse text, images, music, code, or data based on user prompts. Examples include tools such as ChatGPT, Claude, Gemini, Midjourney, and GitHub Copilot. AI can assist with writing, summarising, coding, translation, or generating ideas. However, AI outputs can be inaccurate, fabricated, biased, or misleading. In assessments, students must demonstrate their own independent knowledge, skills, and understanding. Unacknowledged or inappropriate use of AI constitutes malpractice.

### b) Acceptable Use of AI

Students may only use AI tools:

- During preparation (e.g., research or planning) for coursework or NEAs, if explicitly permitted.
- When acknowledging the AI tool used, the date it was accessed, and how it supported their work.
- When the final work remains a true and independent reflection of their own learning.

Students **must not** use AI during:

- **Supervised assessments or exams.**
- Any stage where the qualification specification prohibits external assistance.

### c) What Constitutes AI Misuse (Malpractice)

AI misuse includes:

- Copying or paraphrasing AI-generated content without acknowledgment.
- Submitting work that lacks independent analysis, understanding, or evaluation.
- Using AI to complete significant portions of an assessment.
- Providing false, incomplete, or misleading references regarding AI use.

AI misuse is considered a form of plagiarism and is treated as malpractice under JCQ regulations.

### d) Acknowledging AI Use

Where AI has been used:

- Students must state the AI tool's name (e.g., ChatGPT).
- Record the date the content was produced.
- Retain a copy (e.g., a screenshot) of prompts and outputs.
- Explain clearly how the AI content was used.
- Example acknowledgment: ChatGPT (<https://chat.openai.com/>), response generated 15/01/2025.

Unacknowledged use or poor referencing of AI will result in malpractice action.

### e) Risks of Using AI

Students must understand:

- AI tools may provide false, biased, or fabricated information.
- Reliance on AI can prevent them from demonstrating their own skills.

- Work overly reliant on AI may not meet marking criteria and will lose marks.

## f) Centre Measures to Prevent AI Misuse

The centre will:

- Provide training for students and staff on AI rules.
- Require students to sign a Declaration of Authenticity for all assessed work.
- Restrict access to AI platforms on centre devices during assessments.
- Implement drafting stages and supervised classroom work to monitor progress.
- Hold interviews or require production of drafts to check authenticity.

## g) Staff Responsibilities

Centre staff must:

- Keep up to date with AI developments and detection methods.
- Only accept student work they are confident is authentic.
- Investigate any concerns about inauthentic work.
- Use AI detection tools as a support, not a sole basis for decisions.
- Report all suspected malpractice following JCQ and centre procedures.

## h) Authentication of Student Work

Teachers must verify that work:

- Reflects the student's independent effort.
- Matches the student's known level of ability and style.
- Progresses logically through drafts and revisions.

Where doubt exists, teachers must seek clarification through:

- Review of earlier drafts.
- Oral questioning (viva voce).
- Comparison with previous in-class work.

## i) Malpractice Procedures

If malpractice is suspected:

- If no authentication form is signed, internal resolution is required.
- If a signed Declaration of Authenticity exists, the centre must report the case to the awarding body via JCQ Suspected Malpractice procedures.

Possible sanctions include:

- Loss of marks.
- Disqualification from one or more units.
- Disqualification from the qualification.
- Barred entry to future assessments for a set period.

Staff who knowingly accept inauthentic work without investigation may also face disciplinary action.