

Malpractice Policy (Exams)

Cambian Devon School

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Centre name	Cambian Devon School
Centre number	54381
Date policy first created	15/10/2024
Current policy approved by	Samantha Carrington
Current policy reviewed by	Samantha Carrington
Date of review	16/09/2026
Date of next review	14/09/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Abbi Salisbury
Senior leader(s)	Claire Benjafield
Exams officer	Samantha Carrington
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that any malpractice at Cambian Devon 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 staff malpractice, under these policies, refers to actions committed by staff, contractors, volunteers, or individuals appointed by a centre (such as invigilators or assessors) that threaten the integrity of public qualifications.

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 Cambian Devon 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 Cambian Devon 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

Cambian Devon 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:

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

1. Initial Candidate Briefing

At the start of the academic year or term, during an assembly. The assembly is conducted by the Head of Centre. What constitutes malpractice: Clear explanations of behaviours that are considered malpractice, including plagiarism, cheating, inappropriate collaboration, using unauthorized devices, and any attempt to gain an unfair advantage. Importance of academic integrity: Students are made aware of the importance of being honest and fair in their examinations and assessments, emphasizing the value of their own work and efforts.

The Examinations Officer will create a presentation with guidelines, using

simple language and visuals where necessary, to ensure students fully understand. Personalized examples relevant to students' courses and specific vulnerabilities are provided, with scenarios where malpractice might be tempting, helping them understand real-life contexts. Materials such as handouts or posters with key points on malpractice are distributed and displayed in classrooms. All families and students will be signposted to the schools website where all information relating to accreditation will be available to them.

2. Ongoing Awareness and Support

Regularly throughout the year, before any mock exams, controlled assessments, or final examinations. Classroom teachers and support staff, revisit malpractice information with students during lessons and individual support sessions. Teachers reinforce how to use information sources properly, emphasizing the importance of citing work, especially when using online resources and databases.

AI-Specific Briefing: What AI is: An introduction to Artificial Intelligence (AI), explaining how it includes tools like ChatGPT, Grammarly, and image generation platforms, and how it may support learning (e.g., grammar checks, study aids). When AI may be used: Clear guidance is given on when AI can be used in coursework or preparation, such as using grammar checkers for essays, but clarifying it should never replace personal effort or original thinking in assignments. How AI should be acknowledged: Students are instructed on citing the use of AI tools where appropriate. For instance, if they used an AI assistant to summarize or analyse content, they must declare this in their bibliography or submission notes. Risks of AI misuse: AI misuse, such as submitting AI-generated essays or answers, or failing to disclose the use of AI, is classified as malpractice. Staff emphasize the consequences of malpractice, ranging from warnings to disqualification from the examination or course.

3. Pre-Examination Briefing

Prior to each examination period (usually a week before exams begin). A final reminder of examination conduct, including prohibited items (e.g., mobile phones, smartwatches) and exam room regulations. Specific mention of AI misuse and a reminder that students must not bring in unauthorized digital devices or submit AI-generated content in their exams.

4. Candidate Declaration

Before each examination series or at the point of coursework submission. Supervised by the Subject Teachers and the Examinations Officer. Candidates are required to sign a Candidate Declaration form, confirming that the work they are submitting is their own and that they have not engaged in malpractice, including AI misuse. The declaration includes a specific clause about the use of AI, making it clear that any AI tool use must be declared and any misuse will be considered malpractice.

5. Staff Involvement in Monitoring

Examinations Officer: Oversees the entire process and ensures all candidates are aware of malpractice regulations, including AI use.

Teachers: Reinforce and monitor AI use in coursework and assessments. They check for plagiarism and AI-generated content, guiding students in using AI

ethically.

Teaching Assistants: Provide additional support to students who struggle with understanding the guidelines, ensuring they are given alternative ways to comprehend the expectations.

SENCO: Ensures students with special educational needs receive tailored instructions and are supported in understanding academic integrity.

AI use in assessments

AI-Specific Guidance
Candidates are given an overview of what AI is, with examples like text generation (ChatGPT), code assistance (GitHub Copilot), and image generators. Teachers ensure students know how AI might appear in different formats across subjects. For certain coursework, students might be allowed to use AI tools, but with strict guidelines on how to reference its use. For instance, in a design project, AI tools might be used for inspiration or research but not for creating final pieces unless explicitly permitted by the exam board.

What AI Misuse Looks Like: Copying entire AI-generated content without editing or citing it. Misrepresenting AI-created work as personal work. Overreliance on AI without demonstrating personal understanding or contribution.

Consequences of AI Misuse: Clear consequences for using AI to cheat, such as losing marks, being disqualified, or facing disciplinary action, are discussed.

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)

1. Identification of Suspected Examination Malpractice

Any member of staff who observes or suspects malpractice during examinations must take the following actions:

Document the Incident: Immediately record the details of the incident, including:

Description of the malpractice (e.g., cheating, collusion, use of unauthorised materials, impersonation).
Names of the individuals involved.
Time, date, and location of the incident.
Any physical or digital evidence (e.g., notes, devices, unusual behaviour).

Prevent Further Breaches: If necessary, take steps to prevent ongoing malpractice without disrupting the examination environment (e.g., confiscating unauthorised materials or moving the candidate to another seat).

2. Immediate Reporting of Malpractice

Once
suspected examination malpractice is identified, it must be reported promptly through the following channels:

Examinations Invigilator: Invigilators must report
any suspected malpractice directly to the Examinations Officer during or immediately after the examination session. The invigilator should not confront or accuse the candidate during the exam unless urgent intervention is required to prevent ongoing malpractice.

Examinations Officer: Upon receiving a report
from the invigilator, the Examinations Officer will review the details and take immediate action to ensure that the malpractice does not affect other candidates or the examination process. This may involve collecting evidence, securing examination materials, or interviewing involved parties.

3. Escalation Path for Suspected Examination Malpractice

Once the
initial report has been made, the Examinations Officer will escalate the issue through the following stages:

The Examinations Officer
will refer the case to the centre's Head of Centre for further investigation. The Head of Centre is responsible for conducting a formal inquiry into the matter.

4. External Reporting to Awarding Bodies

For all confirmed or serious
cases of examination malpractice, the Head of Centre and Examinations Officer will prepare a detailed report to be submitted to the relevant awarding body.

This report will include:

A description of the
malpractice and any supporting evidence (e.g., photographs of unauthorised materials, witness statements).
The steps taken by the
centre to investigate and mitigate the issue.
A summary of the
candidate’s response (if applicable).

The awarding body
will be responsible for determining the appropriate sanctions, which may include disqualification of the candidate, voiding of results, or other penalties.

5. Internal Investigation and Actions

The Head of
Centre will lead an internal investigation, which may include:

Interviewing the
candidate(s) involved.
Reviewing examination
scripts for any signs of malpractice.
Collecting witness
statements from invigilators or other staff members.

Disciplinary Measures: If the malpractice is
confirmed, the centre may impose its own disciplinary measures (e.g.,
suspension or expulsion of the candidate) in addition to the awarding
body's sanctions.

6. Confidentiality and Candidate Rights

All suspected malpractice
cases are treated with strict confidentiality. Only those directly
involved in the investigation (e.g., Examinations Officer, Head of Centre)
will have access to the details.
Candidates accused of
malpractice have the right to:

Be informed of the
allegations.
Provide their account of
the incident.
Appeal any decisions made
by the centre or the awarding body.

7. Conclusion and Outcome Reporting

Once the investigation is
complete, the centre will:

Communicate the outcome to
the candidate(s) involved.
Submit a final report to
the awarding body, if necessary.
Implement any corrective
actions required by the awarding body to prevent future occurrences
(e.g., staff training, improved invigilation procedures).

Record-Keeping: All documentation related
to the malpractice investigation (e.g., reports, evidence, interviews)
will be securely stored as required by the awarding body or regulatory
guidelines.

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:

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

Cambian Devon 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:

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 I**nformation 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