



Malpractice Policy

Ribblesdale School

2024-2025

Introduction

What is malpractice and maladministration?

'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 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)

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 19). (SMPP 2)

Purpose of the policy

To confirm Ribblesdale 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 Ribblesdale 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

Ribblesdale 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**. (SMP 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 2024-2025
 - Instructions for conducting examinations (ICE) 2024-2025
 - Instructions for conducting coursework 2024-2025
 - Instructions for conducting non-examination 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

(SMPP 3.3.1)

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

The following JCQ documents/files are shared with Curriculum Leaders to be distributed to all teachers involved with NEA/coursework:

- Instructions for conducting coursework 2024-2025
- Instructions for conducting non-examination assessments 2024-2025
- Information for candidates – coursework 2024-2025
- Information for candidates – non-examination assessments 2024-2025
- JCQ AI teacher presentation for students
- JCQ AI information sheet for teachers
- JCQ AI poster for students

Relevant documents and information are shared with pupils taking qualifications with coursework and/or NEA at the start of the academic year.

Pupils are given links to all the IFC (Information for candidates) documents and both the Unauthorised Items and Warning to Candidates posters. These are also placed on the school website. The JCQ posters are used for mock exams.

Assemblies are given by SLT/Head of Year to explain and reinforce the IFC information and what constitutes malpractice, which is further reinforced by form teachers.

Artificial Intelligence (AI)

Ribblesdale School follows their Safe Use of Artificial Intelligence (AI) Policy and the guidance in the JCQ document *AI Use in Assessments: Protecting the Integrity of Qualifications*.

Students complete the majority of their exams and a large number of other assessments under close staff supervision with limited access to authorised materials and no permitted access to the internet. The delivery of these assessments should be unaffected by developments in AI tools as students must not be able to use such tools when completing these assessments. (*AI Use in Assessments* page 1)

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. (*AI Use in Assessments* page 2)

Pupils will only be permitted to use AI tools to assist with assessments where the conditions of the assessment permit the use of the internet, and where the pupil is able to demonstrate that the final submission is the product of their own independent work and thinking. Where AI is permitted and used, pupils should reference its use as set out in the IFC documents for coursework and non-exam assessments.

Pupils will be made aware of the risks of using AI tools to complete exams and assessments, which include:

- submitting work that is incorrect or biased
- submitting work that provides dangerous and/or harmful answers
- submitting work that contains fake references.

Students must be able to demonstrate that the final submission is the product of their own independent work and independent thinking. AI misuse is where a student has used one or more AI tools but has not appropriately acknowledged this use and has submitted work for assessment when it is not their own. Examples of AI misuse include, but are not limited to, the following:

- copying or paraphrasing sections of AI-generated content so that the work submitted for assessment is no longer the student's own
- copying or paraphrasing whole responses of AI-generated content
- using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- failing to acknowledge use of AI tools when they have been used as a source of information
- incomplete or poor acknowledgement of AI tools
- submitting work with intentionally incomplete or misleading references or bibliographies. (*AI Use in Assessments* page 4)

Ribblesdale School will not, under any circumstances, accept work which is not the pupils' own. Any misuse of AI constitutes malpractice and the procedure set out in section four of SMPP will be followed if any AI misuse is detected.

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)

- Suspected candidate malpractice is reported to the Exams Officer

- Suspected staff malpractice may be reported to the Exams Officer, the Senior Assistant Headteacher or Head of School

All reports of suspected malpractice are brought to the attention of the Headteacher. The staff member or candidate will be informed of the allegations as detailed in the relevant JCQ form M1 or M3. For candidates, the Suspected Malpractice Candidate Notification Form will be used.

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 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 does not need to 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 (the candidate or the 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. (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 1.1)

Appeals against decisions made in cases of malpractice

Ribblesdale 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**.

SUSPECTED MALPRACTICE: CANDIDATE NOTIFICATION FORM

Date		Candidate Name	
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This notification is to inform you/confirm to you and your parent/carer, that an alleged, suspected or actual report of malpractice has been made against you.

Details of the allegation / incident

Type of offence

As an approved examination centre, Ribblesdale School is required to follow the policies and procedures in the JCQ **Suspected Malpractice: Policies and Procedures** [document available here www.jcq.org.uk/exams-office/malpractice](http://www.jcq.org.uk/exams-office/malpractice).

As stated in this document (4 **Identification and reporting of malpractice**), the head of centre **must** notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice.

Enclosed/attached you are provided with:

- a copy of the form **JCQ/M1** used to report the allegation/incident to the awarding body supported by copies of any supporting evidence, where relevant
- details of (5.33) **The rights of the accused individuals** taken from the document referenced above

As further stated in this document (7 **Sanctions, 10 Sanctions applied against candidates**), awarding bodies will impose sanctions on individuals found guilty of malpractice where appropriate. You may therefore also want to refer to Appendix 6 (**Indicative sanctions against candidates**) of this document.

The awarding body will not normally communicate with you directly unless particular circumstances warrant this. Once a decision has been made, it will be communicated in writing to the head of centre as soon as possible (11 **Communicating decisions**).

On receiving communication from the awarding body, the head of centre will communicate the decision to you and pass on details of any sanction(s) and action imposed on you, together with information on the process for submitting an appeal, where relevant.

Malpractice cases are usually confidential between the centre and the awarding body. However, in cases of serious malpractice, such as where the threat to the integrity of the examination or assessment is such as to outweigh a duty of confidentiality, it may be necessary for information to be exchanged amongst the regulators, other awarding bodies, and other appropriate bodies as detailed in the JCQ document above (11 **Communicating decisions**).

Please read through all the information provided to you. If anything is unclear, please contact Mrs Harbord (Exams Officer).

Enclosures:

Copy of form **JCQ/M1** (and supporting evidence where relevant)

Details of **The rights of the accused individuals**

The information below was taken directly from the JCQ document **Suspected Malpractice: Policies and Procedures** (1 September 2024 to 31 August 2025) on 04/10/2024.

The rights of the accused individuals – information gathering

5.33 If, in the view of the information-gatherer, there is sufficient evidence that an individual may have committed malpractice, that individual (the candidate or the member of staff) must:

- be informed (preferably in writing) of the allegation made against them;
- be provided with a copy of the JCQ document *Suspected Malpractice: Policies and Procedures*:
<http://www.jcq.org.uk/exams-office/malpractice>;
- be made aware of all evidence that has been obtained during the investigation which supports the allegation;
- know the possible consequences should malpractice be proven (as set out in appendices 4–6);
- have the opportunity and sufficient time to consider their response to the allegations;
- be given an opportunity to submit a written statement in response to the allegations;
- be provided with a complete set of case documentation, in the event of the case being referred to the awarding body's Malpractice Committee;
- be informed that in the event that the case is referred to the awarding body's Malpractice Committee, they will:
 - be provided with a complete set of case documentation
 - have the opportunity to read, and make a statement in response to, the case documentation
 - have the opportunity to seek professional advice and to provide a supplementary statement;
- be made aware of their right to appeal should a sanction be applied to them (as set out in the JCQ document *A Guide to the Awarding Bodies' Appeals Processes*):
<http://www.jcq.org.uk/exams-office/appeals>