

## Malpractice Policy

### 2025/26

This procedure is reviewed annually to ensure compliance with current regulations.

Centre Name:	Orchard Mead Academy
Centre Number:	25224
Date procedures first created:	7 <sup>th</sup> February 2024
Approved by:	Subrina Johal
Review by:	Sam Lane
Date of next review:	1 <sup>st</sup> February 2027

#### Key staff involved in Malpractice procedures.

Role	Name(s)
Head of centre	Subrina Johal
SLT member(s)	Mrs Beatrice Finn
Exams manager	Mrs Samantha Lane
ALS Lead/SENCo	Mrs Emma Topley
Other Staff:	

This policy is reviewed and updated annually to ensure that any malpractice at Orchard mead academy 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, 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' 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 (regardless of how the incident might be categorised, as described in SMPP, section 1.9). (SMPP 2)

### Purpose of the policy

To confirm Orchard mead academy:

- 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 risk 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 Orchard mead academy 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

Orchard mead academy 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 2025/26
- Instructions for conducting examinations (ICE) 2025/26
- Instructions for conducting coursework 2025/26
- Instructions for conducting non-examination assessments 2025/26
- Access Arrangements and Reasonable Adjustments 2025/26
- A guide to the special consideration process 2025/26
- Suspected Malpractice: Policies and Procedures 2025/26 (this document)
- Plagiarism in Assessments
- AI Use in Assessments: Protecting the Integrity of Qualifications
- Post Results Services June 2026
- A guide to the awarding bodies' appeals processes 2025/26
- Guidance for centres on cyber security

(SMPP 3.2)

## AI use in assessments

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

Candidates are warned about the risks associated with plagiarism and the use of AI in the autumn term of year 10 and 11, this is when they receive their JCQ information for candidates and all other student information that is relevant to the exams process. Suspected malpractice should be reported to the exams officer, and the SLT line lead for exams as soon as teachers are aware of it, it will then be down to the exams officer, SLT line lead for exams and the head of centre how it will be dealt with, for example, if the suspected malpractice has taken place before a student signs the declaration sheet on their coursework/NEA it will be dealt with at school level, however, if the student has signed to say that it is their own work this must be reported to the awarding body and the malpractice procedure must be followed.

Subject teachers regularly remind students about the use of AI, and how it must be referenced, if it is used, by referring to the AI infographic provided by JCQ. Exams manager will issue JCQ AI (artificial intelligence), or similar information to students in year 10 & 11 each academic year prior to completing and signing their declaration of authentication.

### 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)

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## 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 child/vulnerable or an adult at risk 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 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 5.33-3.4)
- 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)

## 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

Orchard mead academy 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**

## Changes 2025/26

(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
- (Amended) Under heading Reporting suspected malpractice to the awarding body text amended to reflect wording changes/additions in SMPP.

### **Centre-specific changes**

**No centre specific changes are relevant to this document in 2025/26**