



Exam Malpractice Policy

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Key staff involved in the policy

Role	Name
Head of Centre	Jade Driscoll
Senior Leader(s)	Nicolien Lawson Andy North
Exams Officer	Holly Killick
Other staff (if applicable)	

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This policy is reviewed and updated annually to ensure that any malpractice at Baysgarth 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 malpractice' normally 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 (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)

Artificial Intelligence (AI)

AI refers to computer systems designed to perform tasks that typically require human intelligence. This includes Machine Learning, where systems learn from data; Natural Language Processing (NLP), which allows computers to understand text; and Large Language Models (LLMs), like those that power generative chatbots.

AI tools are now widespread and easy to access. Staff, students, and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Gemini. Baysgarth recognises that AI has many uses to help students learn, but may also lend itself to cheating and plagiarism. AI should always be used in line with academic integrity guidelines.

AI misuse occurs when these tools are used in a way that bypasses the learning process or when AI is used to generate work that a student then claims as their own, for example during assessments where independent thought is required.

Guidelines for Use of AI

Students may not use AI tools:

- During assessments, including internal and external assessments and coursework.
- To write homework or class assignments where AI-generated text is presented as their own work.
- As an alternative to engaging in practical learning.

Students may use AI tools:

- As a research tool to help them find out about new topics and ideas.
- When specifically studying and discussing AI in schoolwork (e.g., in IT lessons or art homework regarding AI-generated images).
- To create revision materials, such as flashcards or practice quizzes.

Transparency is a core part of using AI in schools. If any part of a student's work has been informed or generated by AI, it must be clearly acknowledged. Students must provide a written statement or citation (proper attribution) explaining which tool was used and for what purpose (e.g., "Research points generated using ChatGPT").

Baysgarth School considers any unattributed use of AI-generated text or imagery to be plagiarism. We will follow our false declaration of authenticity and malpractice procedures as set out in this policy for any such instances.

More detailed information about the use of AI in schools can be found in our full AI Policy.

Purpose of the policy

To confirm Baysgarth 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 Baysgarth 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

Baysgarth 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:

Candidates are advised to not commit malpractice by various methods at Baysgarth School.

Regular assessments are held through KS3 and KS4 which are conducted in Exam conditions to practice expectations. In Year 11, students are informed about exam expectations, what malpractice is, and what the consequences can be. The Head of Year 11 and Exams Officer hold this assembly. Year 11 students are also part of a Google Classroom and are communicated to by the Exams team regular updates and information, including information about malpractice. Included in this information is the risk of using AI, which is not permitted in Exams or external assessments.

AI use in assessments

AI use is not permitted in any exam, non exam assessment, or external assessment, either written or practical, at Baysgarth School. Anyone found to be using it will be subject to a malpractice report being submitted to the Awarding Body. Teachers may use AI as a part of lessons, but this must not stretch to assessments.

Candidates will be issued with the JCQ Information for candidates - AI (Artificial Intelligence and assessments) or similar centre document prior to completing their work/prior to signing

the 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)

If a candidate, member of staff, or centre is suspected of committing malpractice, the Exams Officer will be notified immediately. They will complete a malpractice form relevant to who is suspected, (Form M1, M2 or M3 JCQ). Statements will be gathered from the individual accused of malpractice, as well as from witnesses. This may include other candidates or members of staff including Invigilators. This will then be taken to the Head of Centre. The Head of Centre will then ensure that the parents/carers are informed that their child is at risk of investigation if it is a candidate accused.

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 by the exam board, 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, and parents/carers where applicable, 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
Baysgarth 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 process''