



# **UVHS Malpractice Policy (Exams)**

Ulverston Victoria High School

## UVHS Malpractice Policy (Exams)

Centre name	Ulverston Victoria High School
Centre number	42351
Date policy first created	18/10/2024
Current policy approved by	UVHS Governors: Pastoral & Curriculum sub-committee
Current policy reviewed by	Lisa Muldoon/Lucy Scott
Date of review	20/10/2025
Date of next review	01/12/2026

### Key staff involved in the policy

Role	Name
Head of centre	Mr Matthew Hardwick
Senior leader(s)	Lisa Muldoon
Exams officer	Lucy Scott
Deputy Exams Officer	Christine Dawson

This policy is reviewed and updated annually to ensure that any malpractice at Ulverston Victoria High 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)

## Purpose of the policy

To confirm Ulverston Victoria High 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 Ulverston Victoria High 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

Ulverston Victoria High 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)

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

Candidates are signposted to the Exams section of the school website. All relevant exam regulations and JCQ 'Information for candidates' documents are published here and updated annually in the Autumn Term. Form tutors are made aware of this and asked to bring this to students' attention.

Information for Candidates document is issued to students along with exam timetables via email.

Information regarding malpractice is passed on to candidates during an exams assembly held by the member of SLT responsible for exams. This covers exam regulations, malpractice, the use of AI in assessments, unauthorised items and details of what constitutes malpractice.

Exam information evenings are held for parents to disseminate information, malpractice is covered during these sessions, students are also encouraged to attend.

Invigilator training is thorough using the Exams Office online assessments and Digital Accreditation completed on an annual basis to ensure they are aware of malpractice and maladministration. This is supplemented by a face to face session.

Posters are clearly displayed as per JCQ guidelines outside all exam rooms, this includes during mock exams.

A scripted announcement is read at the start of each exam including warnings regarding malpractice.

### **AI use in assessments**

JCQ guidance for Teachers and Assessors - AI use in Assessments: Protecting the Integrity of Qualifications is adhered to.

Students complete their exams and some other assessments under close supervision with limited or no access to unauthorised materials and no permitted access to the internet and AI tools.

For assessments in which access to the internet is permitted in the preparatory and research stages (for NEA and Coursework), JCQ's guidance designed to help students and teachers to complete NEAs and coursework is followed.

By referencing the school's NEA policy and this policy, candidates are made aware of the appropriate and inappropriate use of AI, the risks of using AI, and the possible consequences of using AI inappropriately in a qualification assessment.

All relevant documentation on the use of AI is circulated to teachers and students. Information is placed on the school website where appropriate, for example posters, information sheet for teachers and teacher presentation for students.

All relevant guidance provided by the exam boards is followed. Students are informed of the regulations surrounding the use of AI in assessments. Information on plagiarism and the use of AI is included within teaching at the start of a course where NEA/coursework is part of the assessment.

Turnitin is used for marking all assessments.

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

## **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)

Any suspected malpractice is reported to the Exams Officer; this is then reported to the member of SLT responsible for exams and also to the head of centre.

### **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)

## **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**

Ulverston Victoria High 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**

## 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 **Information 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

This was created a new policy for 2024-25. This information was previously included in the Exams Policy and not as a separate document.