



TOWNSEND
CHURCH OF ENGLAND SCHOOL

MALPRACTICE POLICY

(Exams)

2025/26

This plan is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Anthony Flack	
Date of next review	Autumn 2026

Key staff involved in the plan

Role	Name(s)
Head of centre	Anthony Flack
Deputy Headteacher	Hazel Line
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Contents

Key staff involved in the plan	2
Definitions.....	4
What are 'Malpractice' and 'Maladministration'?	4
Candidate malpractice.....	4
Centre staff malpractice	4
Centre malpractice	4
Suspected malpractice	4
Purpose of the policy	4
General principles	4
Preventing malpractice	5
Informing and advising candidates.....	5
AI use in assessments.....	5
Identification and reporting of malpractice	6
Escalating suspected malpractice issues	6
Reporting suspected malpractice to the awarding body.....	6
Communicating malpractice decisions.....	6
Appeals against decisions made in cases of malpractice	6

Definitions

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 document uses the word 'malpractice' to cover both 'malpractice' and 'maladministration'. 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.

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.

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.

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.

Suspected malpractice

For the purpose 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)

Purpose of the policy

The purpose of this policy is to confirm that Townsend CoE School has in place 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).

General principles

In accordance with the regulations, Townsend CoE School will:

- take all reasonable steps to prevent the occurrence of any malpractice or maladministration in the development, delivery, and award of qualifications which it makes available or proposes to make available.

- 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
- 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.

Preventing malpractice

Townsend CoE 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**.
- 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.

Informing and advising candidates

Candidates are given information and instructions for conducting non-examination assessment (NEAs) and other assessments. This information is shared with the candidates by their teachers and via Showbie/Google Classroom notices. In addition, students are provided with the JCQ Notice to candidates and Warning to candidates for external examinations.

AI use in assessments

Students who misuse AI in a way that results in submitting work that is not their own will be considered to have committed malpractice and may face serious sanctions. It is essential that all work submitted for assessment is the student's own independent work.

If any sections of a student's work are taken directly from AI generated content, these must be clearly identified. Students must also understand that including AI-generated material will not demonstrate independent achievement of the marking criteria and therefore will not be credited.

Where AI tools have been used as a source of information, students must provide an acknowledgement that includes the name of the AI source. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024.

Students must also retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a non-editable format (such as a screenshot). A brief explanation of how the AI content was used must be provided. This evidence must be submitted alongside the student's assessed work so that the teacher/assessor can review the work, the AI-generated content, and the student's explanation.

If teachers have any concerns about the authenticity of work submitted for assessment (for example, they suspect that parts of it was generated by AI without acknowledgement), they must investigate and take appropriate action in line with centre and awarding-body procedures.

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.

For coursework, all incidents of malpractice must be reported to the Head of Department and to the Deputy Headteacher in charge of Exams for a full investigation.

Incidents of malpractice in external examinations must be reported to the Exams Officer and Deputy Headteacher in charge of Exams for a full investigation.

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** (section 4.1.3).
- The head of centre will ensure that where a candidate who is a child/vulnerable adult 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)
- 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)
- 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

Townsend CoE 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 publication A guide to the awarding bodies' appeals processes