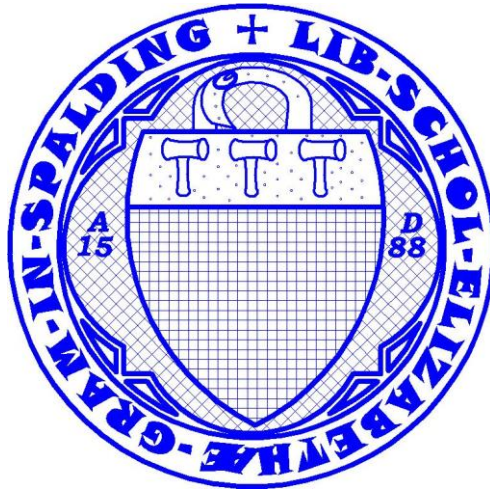


Spalding Grammar School



Malpractice Policy (Exams) DRAFT

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Approved by: Mrs E Davison - SLT

Review Cycle: Annually

Date of Policy: October 2024

Next Review Date: October 2025

Key staff involved in the Policy:

Role	Name(s)
Centre Number	26233
Head of Centre	Mrs M K Anderson
Assistant Headteacher - Exams	Emma Davison
Exams Officer	Nicola Franklin
SENDCo	Amanda Johnson
Senior Leadership Team	Suzanne Ingram (Deputy Headteacher) Anthony Brooks (SLT Behaviour) Emma Davison Gareth Baker Alison Harrison Wild

Policy written in line with JCQ Instructions for Conducting Exams 2024-2025 Section 15

Purpose of the Policy

This policy is reviewed and updated annually to ensure that any malpractice at Spalding Grammar School is managed in accordance with current requirements and regulations.

Reference in the policy to JCQ General Regulations (GR) relate to relevant sections of the current JCQ documents:

- General Regulations for Approved Centres
- Suspected Malpractice: Policies and Procedures (SMPP)
- AI Use in Assessments: Protecting the Integrity of Qualifications

Elements of this Policy are also incorporated into the Spalding Grammar School Behaviour Policy – section 12 – Behaviour in Exams

Introduction

What is malpractice and maladministration?

'Malpractice' which includes 'maladministration' means any act, default or practice that is a breach of the Regulations and/or 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)

Malpractice can be:

- breach of security
- deception
- improper assistance to candidates
- failure to co-operate with an investigation
- candidate malpractice
- maladministration

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).

It can also include behaviour in exams or not complying with the regulations whilst in an exam ie disrupting exams; plagiarism; in possession of unauthorised materials or equipment including mobile phones; preprogrammed calculators; smart glasses...

Centre staff malpractice

'Centre staff malpractice' means malpractice committed by a member of staff; a contractor ; a volunteer or an individual appointed in another capacity such a invigilator; communication professional/language modifier; practical assistant; prompter; reader or a scribe (SMPP2):

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 and outline the policy Spalding Grammar School has in place for inspection that is 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
- acknowledges 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) of AI (e.g. what AI is, when it may be used and how it should be acknowledged (GR 5.3)

General Principles

In accordance with the regulations Spalding Grammar 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, 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

Spalding Grammar School has robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ document Suspected Malpractice: Policies and Procedures. (SMPP 4.3)

Heads of Subject and Teachers will, in their subject where AI misuse could be an issue, implement the guidance for Teachers and Assessors from the JCQ document *AI Use in Assessments: Protecting the Integrity of Qualifications*.

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 2024-2-25
- 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 (this document)
- Plagiarism in Assessments
- AI Use in Assessments: Protecting the Integrity of Qualifications
- Post Results Services June 2024 and November 2024
- A guide to the awarding bodies' appeals processes 2024-2025 (SMPP 3.3.1)

Malpractice in Exams or Assessments

Malpractice includes, but is not limited to:

- AI misuse (as above)
- Causing disruption in the exam including making noises; talking to other candidates once they have entered or prior to leaving the exam room (with regard to the Sports Hall – entry and departure of the building)
- Falling asleep and snoring/causing a disruption
- Use of inappropriate / abusive language when completing scripts
- Student bringing and having unauthorised materials in the exam
- Student having unauthorised equipment in the room ie mobile phones; smart glasses; programmable calculators; calculators where no calculators permitted
- Student refusing to hand over unauthorised equipment/materials when asked by invigilator or any member of staff

Students will be made aware of the consequences and possible penalties the school and/or the awarding body may apply on the reporting of the incident.

AI Misuse

For definitions of AI and further information of how this can be used in assessments and exams, including the potential risks, please refer to the *JCQ AI Use in Assessments: Protecting the Integrity of Qualifications*.

AI misuse includes, but is not limited to:

- Copying or paraphrasing sections of AI-generated content so that the work 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 or language used 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

Teachers will reinforce the significance of their electronic declaration where they confirm the work they are submitting is their own and ensure they understand the consequences of a false declaration (if it has been identified any of their work is plagiarised or as a result of AI misuse).

If AI misuse is identified in coursework or NE Assessment prior to student final submission and declaration of authentication the student will be given the opportunity to review their work, make changes and/or correct their referencing to identify the use of AI.

Informing and advising candidates how to Avoid Committing Malpractice in Examinations/Assessments

Class teachers will advise students about malpractice and how to avoid it at the start of the course and again before they undertake NEAs. This will include the advising on the use of AI and clear referencing the use of it. As part of this process, teaching staff will also explain to students the importance of them submitting their own independent work (result of their own efforts, independent research etc) for assessments and stress to students/ parents/carers the risks of malpractice.

Heads of Subject and class teachers delivering qualifications including coursework and/or a NEA will undertake annual training regarding the use of AI and identification of misuse.

Students will also be advised as to what could and would be considered as malpractice in exams / NEAs through exam and assessment assemblies – including the potential penalties resulting from reported malpractice.

Both the exams presentation made to candidates and the Malpractice Policy and Procedures will be made available to all candidates and parents/carers on the school website.

All students undertaking NEAs are given a copy of the JCQ document *Information for Candidates – Non-examination assessments* and share it on the relevant Year group Teams sites and school website.

All Heads of Subject and teaching staff involved in NEAs will be required to read the JCQ guide – *AI Use in Assessments: Protecting the Integrity of Qualifications* and the *JCQ Information for Candidates: Non-examination assessments*. Teachers will advise students at the start of the NEA subject what is considered AI misuse and what processes will take place if there AI misuse has been identified. Teachers will also record details of any assistance given to candidates.

Identification and Reporting of Malpractice

Escalating suspected malpractice issues

It is the responsibility of all staff to report any incidences of suspected malpractice they may have identified.

Once suspected malpractice is identified, it should be reported immediately to the Head of Subject who will escalate it to the Exams Officer/ Assistant Headteacher for Examinations in writing. This will then be discussed with the Assistant Headteacher – Exams and/or the Head of Centre, who will carry out an investigation and take appropriate action.

Reporting suspected malpractice to the awarding body

- The Head of Centre/ Assistant Headteacher for Exams will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice, using the appropriate forms, and will with the support of the Assistant Headteacher – Exams conduct any investigation and gather 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)
- 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 individual(s) (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 from 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 based on 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 and where relevant parents/carers 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

Spalding Grammar School will:

- Provide the individual with information on the process and timeframe for submitting an appeal, where relevant
- Refer candidates to the appeals process outlined in the school's *Appeals Procedure Policy for NEA/Coursework* and provide the individual with a copy of the Policy (also available on the school website), where the malpractice relates to a NEA and/or coursework
- Refer to further information and follow the process provided in the JCQ document: *A Guide to the Awarding Bodies' Appeals Processes*

Appendix 1

Examples of Malpractice and the Penalties which may be applied

Please refer to the full JCQ Suspected Malpractice Policies and Procedures for more examples and information.

Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject or disqualification
Calculators/Dictionaries when prohibited	Not used	Used or attempted to use	
Bringing notes in the wrong format or prohibited annotations into the exam room	Notes/annotations go beyond what is permitted but do not give an advantage; content irrelevant to subject	Notes/annotations are relevant and give an unfair advantage	Notes/annotations introduced in a deliberate attempt to gain an advantage
Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, AirPods, earphones and headphones)	Not in the candidate's possession but makes a noise during the examination	In the candidate's possession but no evidence of being used by the candidate	In the candidate's possession and evidence of being used by the candidate
A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the exam rules and regulations	Minor non-compliance: e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	Major non-compliance: e.g. refusing to move to a designated seat; significant amount of writing after being told to stop	Repeated non-compliance
Failing to abide by the conditions of supervision designed to maintain the integrity and security of the examinations	Leaving examination early (no loss of integrity); removing script from the room but evidence that integrity was maintained	Removing script from the examination room but with no proof that the script is safe; taking home materials	Deliberately breaking timetable clash supervision arrangement; removing script from examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired
Disruptive behaviour in the examination room or assessment session (including use of offensive language)	Minor disruption lasting a short time; calling out, causing noise, turning around	Repeated or prolonged disruption; unacceptably rude remarks; being removed from the exam room; taking another's possessions	Warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property

Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject or disqualification
Verbal communication	isolated incidents of talking before the start of the examination or after papers have been collected	talking during the examination about matters not related to the exam; accepting examination related information	talking about examination related matters during the exam; whispering answers to questions
Communication	passing/receiving written communications which clearly have no bearing on the assessment	Accepting assessment related information	passing assessment related information to other candidates; helping one another; swapping scripts
The inclusion of offensive or obscene material in scripts, controlled assessments, coursework, NEAs or portfolios	Isolated offensive words or drawings	Frequent offensive words or drawings; isolated obscenity or offensive comments directed at an individual or group	Frequent obscenities; discriminatory language, remarks or drawings directed at an individual or group
Copying from another candidate or allowing work to be copied (including the misuse of technology)	Lending work not knowing it would be copied	Permitting examination script/work to be copied; showing other candidates' answers	Copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy
use of social media for the exchange and circulation of real or fake assessment material	attempting to source secure assessment related information online/via social media	accepting/receiving real or fake assessment related information via social media without reporting it to the awarding body	misuse of assessment material (real or fake) including: attempting to gain or gaining prior knowledge of assessment information via social media; improper disclosure of real or fake assessment information; passing or distributing real or fake assessment related information to others
Obstructing or hindering a malpractice investigation	failing to report suspected malpractice by other candidates	providing incomplete information to those gathering information for a malpractice investigation	providing misleading and/ or significantly incomplete information to those gathering information for a malpractice investigation