HOE VALLEY SCHOOL

MALPRACTICE EXAM POLICY

Person Responsible:	Exams Officer
Date Adopted:	April 2021
Date of last review:	Autumn 2025
Date of next review:	Autumn 2026

1. INTRODUCTION

1.1 What is malpractice and maladministration?

'Malpractice' and 'maladministration' are 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)

2. 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)

3. 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)

4. 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)

5. SUSPECTED MALPRACTICE

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice. (SMPP 2)

6. PURPOSE OF THE POLICY

To confirm Hoe Valley 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)

7. GENERAL PRINCIPLES

In accordance with the regulations Hoe Valley 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)
- *Where reference is made to candidates, this includes any private candidates accepted by the centre*

8. PREVENTING MALPRACTICE

Hoe Valley School 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 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)

9. INFORMING AND ADVISING CANDIDATES

- At the start of Year 9, Year 10, Year 11, Year 12 and Year 13, the students are given a copy of the JCQ Student information, and they are strongly advised to read the regulations.
- The parents are also emailed the regulation at the start of Year 9, 10, 11, 12 and Year 13.
- The JCQ student guidance is also on the school website.
- The students have a formal set of exams at the end of Year 9 and 10, where the students are briefed by the exam officer on the exam process including malpractice. These exams are run under formal JCQ conditions, including using the JCQ exam posters.
- The students also have 3 sets of Year 11 mocks, with an exams officer briefing beforehand and again these are run under formal JCQ conditions.
- The practical exams in Year 11 are also run under formal JCQ conditions.
- The students are briefed before their GCSEs, by the exams officer.
- Year 12 have 2 formal sets of mocks and again are briefed by the exam officer on the exams process.
- Year 13 have 2 formal sets of mocks and again are briefed by the exam officer on the exams process.
- This year students have been advised on the use of AI to assist with their NEAs, Coursework & VTQs and that this is malpractice in line with JCQ document 'Teachers & Assessors - AI Use in Assessments: Protecting the Integrity of Qualifications').
- Private candidates are sent a copy of the JCQ candidate regulations and are encouraged to ask any questions they may have related to the regulations.

10. IDENTIFICATION AND REPORTING OF MALPRACTICE

Escalating suspected malpractice issues

Once suspected malpractice is identified, any member of staff at the centre can report it directly to the Exams Officer, or the Deputy Head or the Head of Centre (SMPP 4.3)

11. REPORTING SUSPECTED MALPRACTICE TO 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 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)

12. 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)

13. APPEALS AGAINST DECISIONS MADE IN CASES OF MALPRACTICE

Hoe Valley 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