

Malpractice Policy



This policy is reviewed annually to ensure compliance with current regulations

Centre name	WELLBROOK SCHOOL
Centre number	23271
Date policy first created	September 2025
Current policy approved by	Claire Howells
Current policy reviewed by	Persha Ward
Date of review	September 2025
Date of next review	September 2026

Key staff involved in the policy

Role	Name
Head of Centre	Claire Howells
Senior leader(s)	Suzie Hughes
Exams officer	Persha Ward
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that any malpractice at WELLBROOK 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 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)

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)

Suspected malpractice

For the purposes of this document, suspected malpractice means 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 Wellbrook 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 Wellbrook 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

Wellbrook 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 2025/26
 - Instructions for conducting examinations (ICE) 2025/26
 - Instructions for conducting coursework 2025/26
 - Instructions for conducting non-examination assessments 2025/26
 - Access Arrangements and Reasonable Adjustments 2025/26
 - A guide to the special consideration process 2025/26
 - Suspected Malpractice: Policies and Procedures 2025/26(this document)
 - Plagiarism in Assessments
 - AI Use in Assessments: Protecting the Integrity of Qualification
 - Post Results Services (current exams series)
 - A guide to the awarding bodies' appeals processes 2025-2026

(SMPP 3.3.1)

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

All JCQ notices, e.g., information for candidates, non-examination assessment, coursework, written examinations, plagiarism, are distributed to candidates before assessments and examinations take place, documents are also available on the school website.

Candidates are:

- Informed verbally (during assemblies/in class discussion by subject leads and the Exams Office) and in writing about the required conditions under which the assessments are conducted, including warnings about the prohibition of materials and devices into the assessments, and access to restricted resources.
- Aware of actions that constitute malpractice and the sanctions that can be imposed on those who commit malpractice. Candidates are aware of the sanctions of passing on or receiving confidential assessment materials. If a candidate receives confidential information, they must report it to a member of centre staff immediately.

Candidates involved in examination clash arrangements are aware of appropriate behaviour during supervision, i.e., ensuring that candidates cannot pass on or receive information about the content of assessments thereby committing candidate malpractice.

Candidates completing coursework or non-examination assessments are aware of the need for the work to be their own, and are provided with clear instructions on how to avoid plagiarism (including AI misuse)

AI use in assessments

Ensure teachers and assessors are aware of and have access to the JCQ AI use in assessments: protecting the integrity of qualifications.

Teachers and assessors must only accept work for qualifications assessments which is the student's own.

Students who misuse AI such that the work they submit for assessment is not their own they will

have committed malpractice in accordance with JCQ regulations and may attract severe sanctions.

- Students and centre staff must be aware of the risks of using AI and must be clear on what constitutes malpractice.
- Students must make sure that work submitted for assessment is demonstrably their own, if any sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student and they must understand that this will not allow them to demonstrate that they have met the marking criteria and therefore will not be regarded.
- Where teachers have doubts about the authenticity of student work submitted for assessment e.g., they suspect that parts of it have been generated by AI but this has not been acknowledged they must investigate and take appropriate action.

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)

The Exams Officer should be alerted in the first instance. They will then escalate to Senior Leaders as appropriate.

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)
- 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 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

Wellbrook 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