



# St Bernard's Catholic High School

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## Malpractice Policy

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<b>Policy Name</b>	<b>Malpractice Policy</b>
<b>Policy Group</b>	<b>Curriculum Policies</b>
<b>Policy Produced By</b>	<b>L Hamilton</b>
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<b>Linked or Related Policies</b>	
<b>Named Persons in this policy</b>	<b>None</b>





## Introduction

### **What is malpractice and maladministration?**

'Malpractice' and 'maladministration' are related concepts, the common theme of which is 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
- A breach of awarding body requirements regarding how a qualification should be delivered
- A failure to follow established procedures in relation to a qualification which:
  - gives rise to prejudice to candidates
  - compromises public confidence in qualifications
  - compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate
  - 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' 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. Examples may include:

- Use of AI in completion of non examination assessment
- Breach of regulations in a written examination such as bringing a mobile phone into the examination room
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### **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 within St Bernard's Catholic High School





- An individual appointed in another capacity such as an invigilator, a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe

### **Suspected malpractice**

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice.

### **Purpose of the policy**

The purpose of this policy is to confirm that St Bernard's Catholic High School:

- Has in place a written malpractice policy which covers all qualifications delivered by the centre and details 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.

### **General principles**

In accordance with the regulations we will:

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations have taken place
- 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 JCQ publication Suspected Malpractice - Policies and Procedures and provide such information and advice as the awarding body may reasonably require (GR 5.11)

### **Preventing malpractice**

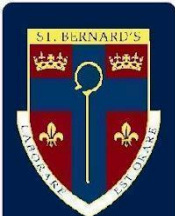
St Bernard's Catholic High School has in place:

Robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ publication Suspected Malpractice: Policies and Procedures.

In order to prevent malpractice there are three key principles which underpin our approach.

1. The need for staff and students to be aware of the regulations
2. The need for staff and students to be aware of the possible sanctions
3. The need for clear channels for reporting suspected malpractice





## Preventing staff malpractice

To prevent the malpractice of staff we will;

- Ensure that all staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the following JCQ documents, centre policies and any further awarding body guidance. From Sept 2024 staff must sign an electronic declaration that they have read the documentation and policies relevant to their role.

General Regulations for Approved Centres 2023-2024

Instructions for conducting examinations (ICE) 2023-2024

Instructions for conducting coursework 2023-2024

Instructions for conducting non-examination assessments 2023-2024

Access Arrangements and Reasonable Adjustments 2023-2024

A guide to the special consideration process 2023-2024

Suspected Malpractice: Policies and Procedures 2023-2024

Plagiarism in Assessments; AI Use in Assessments: Protecting the Integrity of Qualifications

A guide to the awarding bodies' appeals processes 2023-2024

St Bernard's Catholic High School Special Consideration Policy

St Bernard's Catholic High School Internal Appeals Policy

St Bernard's Catholic High School Exams Contingency Policy

St Bernard's Catholic High School Escalation Process Policy

St Bernard's Catholic High School Non Examination Assessment Policy

St Bernard's Catholic High School Conflict of Interests Policy

St Bernard's Catholic High School Examinations Archiving Policy

- Ensure that invigilators have also completed the invigilator training via the National college CPD platform.
- Ensure that our examinations officer A Wood is appropriately trained, resourced and supported. This includes weekly meetings with the head of centre (J Whittam) and other senior leader responsible for examinations (L Hamilton). In addition to this a subscription to the 'exams office' is in place to provide supporting resources.
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- Alice Wood has completed the following training: Certificate in the Role of an Exam Invigilator for Secondary Schools & Academies, AQA Running An Exam CPD.
- Ensure that exams at alternative sites are conducted in accordance with JCQ ICE requirements. This is the responsibility of A Wood with support from V Ritchie.
- Ensure that all staff who manage and implement special consideration and access arrangements are aware of the requirements and are appropriately supported and resourced.
- Ensure that members of staff do not communicate any confidential information about examinations and assessment materials, including via social media. This also includes ensuring that potential conflicts of interest are properly identified and managed.
- Ensure that examination clash arrangements are planned and managed effectively. Procedures will be followed as outlined in the JCQ document 'Instructions for conducting examinations (ICE) 2023-2024'.
- Ensure that staff delivering/assessing coursework or non-examination assessments have robust processes in place for identifying and reporting plagiarism or other potential candidate malpractice.
- Ensure that staff are well aware of the potential sanctions applied in the case of malpractice.
- Ensure that the centre has a culture of honesty and openness so that any concerns of potential malpractice are reported. The procedure for reporting malpractice will be outlined to staff verbally and via the sharing of this policy.

### **Informing and advising candidates**

To prevent candidate malpractice the following controls are in place. St Bernard's Catholic High School will;

- Ensure that all JCQ notices, e.g. Information for candidates, non-examination assessments, coursework, on-screen tests, written examinations, social media, plagiarism are distributed to candidates prior to assessments/examinations taking place. For NEA this is the responsibility of the member of staff conducting the course. For the practical examinations in Food and Art this is the responsibility of the member of staff conducting the course. For all other assessments this information will be shared globally by the examinations officer (in the 2324 year this has been circulated by L Hamilton for the written examinations).
- Ensure candidates are informed verbally and in writing about the required conditions under which the assessments are conducted, including warnings about the introduction of prohibited materials and devices into the assessments, and access to restricted resources. This will happen by circulating the required JCQ documents. In addition candidates will be informed verbally during mock examinations and assemblies. Candidates will be informed prior to every examination verbally and by the display of the required posters in each examination room. This responsibility rests with the examinations officer and head of centre.





- Ensure that candidates are aware of actions that constitute malpractice and the sanctions that can be imposed on those who commit malpractice. (see above point).
- Ensure that candidates are aware of the sanctions of passing on or receiving (even if the information was not requested) confidential assessment materials. If a candidate receives confidential information, they must report it to a member of centre staff immediately. In the 2324 year candidates have been informed of this via the circulation of the JCQ document and with verbal reminders from L Hamilton.
- Ensure that 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 will be kept in the examination room between clashing examinations. There will be no opportunity for them to access information regarding the content of assessments. The member of staff supervising their break is responsible for reminding candidates of the required conduct.
- Ensure that candidates completing coursework or non-examination assessments are aware of the need for the work to be their own. This responsibility rests with the member of staff delivering the qualification. They will circulate the relevant guidance. Including information on plagiarism and use of AI.

### **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
- Suspected malpractice must be reported to the Exams Officer or SLT at the earliest opportunity
- Suspected malpractice may be reported to the Exams Officer or any member SLT verbally, by email or in the invigilators report. Any suspected malpractice reported verbally should also be reported via email at the earliest opportunity to both the examinations officer A Wood and the SLT email address
- If the examinations officer, or any individual member of SLT receives an email detailing suspected malpractice this should be forwarded to the examinations officer A Wood and the SLT email address
- If any suspected malpractice is detailed in the invigilators report this should be put in an email to A Wood and the SLT email address by the person who first receives the invigilator's report. The invigilator should be cc'd in so that they know this information has been circulated
- Should the malpractice relate to the examinations officer this should be reported to a member of SLT who will not circulate this to include the examinations officer





- Should the malpractice relate to a member of SLT this should be reported to the examinations officer A Wood and head of centre J Whittam only
- Should the malpractice relate to the head of centre this should be reported to A Wood and L Hamilton only
- Any member of staff who reports malpractice should receive a follow up email detailing the actions taken within 5 working days of the initial report
- Staff who are not satisfied with this response should first contact the examinations officer A Wood, escalating to head of centre J Whittam and then to the CEO of the MAT J Kennedy.

### **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
- 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. This will be done by sharing a malpractice notice with the parent or carer
- 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
- 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
- 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
- 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
- Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used
- 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

### **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 candidates concerned and pass on details of any sanctions and action in cases where this is indicated. The head of centre will also inform the candidates if they have the right to appeal.

### Malpractice and AI

AI use refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead towards qualifications. AI misuse is where a student has used one or more AI tools but has not appropriately acknowledged this use and has submitted work for assessment when it is not their own. Misuse of AI tools in relation to qualification assessments at any time constitutes malpractice and will be dealt with as outlined in this policy. Pupils risk disqualification, debarment or loss of marks.

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections or whole responses of AI-generated content so that the work submitted for assessment is no longer the student's own
- Using AI to complete parts of the assessment so that the work 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.

In addition to the steps already outlined in this policy the school will take the following additional steps to prevent malpractice in relation to AI;

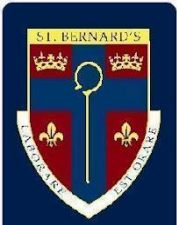
- Explain the regulations to students and parents and stress the risk of malpractice
- Use the JCQ document 'AI use in assessments' to identify what AI misuse is and how it will be treated
- Use the referencing and acknowledgement guidance in the JCQ document 'AI use in assessments' as stated below;

*"Where AI tools have been used as a source of information, a student's acknowledgement must show the name of the AI source used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. The student must, retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a noneditable format (such as a screenshot) and provide a brief explanation of how it has been used."*

- Provide pupils with a copy of the JCQ document 'AI use in assessments' so they are aware of how to reference appropriately and acknowledge the use of AI in their work







- Provide staff with a copy of the JCQ document 'AI use in assessments' to ensure staff are familiar with AI risks and misuse
- Ensure word processors or computers are used appropriately with access to the internet limited
- Reinforce to students that they must declare work as their own and the consequences of making a false declaration (i.e. disqualification)
- Make students aware that there are procedures in place for reporting and investigating malpractice
- Not allow teachers to not use AI tools to mark work

### **Appeals against decisions made in cases of malpractice**

We will provide the candidates with information on the process and timeframe for submitting an appeal, where relevant. This will be communicated at the point of informing them of the decision reached by the awarding body.

Candidates will be referred to follow the process provided in the JCQ publication A guide to the awarding bodies' appeals processes, they will also be referred to our internal appeals policy for more information.

