



Exam Malpractice Policy

Swakeleys School for Girls

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Control Sheet

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Key staff involved in the policy:

Role	Name
Head of centre	Ms K Stevenson
Senior leader(s)	Mrs C Devereux, Deputy Headteacher
Exams officer	Sue Caldwell

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.

Purpose of the policy

To confirm Swakeleys School for Girls has in place a written exam 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, and how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body.

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 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 qualifications should be delivered
- a failure to follow established procedures in relation to a qualification

Failure to follow established procedures can:

- give rise to prejudice to candidates
- compromise public confidence in qualifications
- compromise, and/or attempt to compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate
- damage 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.

Centre staff malpractice

'Centre staff malpractice' refers to 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

Suspected malpractice

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

The whistleblower

This is defined as a person who reports an actual or potential wrongdoing and is protected by the Public Interest Disclosure Act 1998, providing they are acting in the public interest.

General principles

In accordance with the regulations Swakeleys School for Girls 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

Preventing malpractice

Swakeleys School for Girls has in place robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ publication Suspected Malpractice: Policies and Procedures. This includes ensuring that all 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 such as:

- General Regulations for Approved Centres 2024-2025
- 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

Safeguarding against student malpractice

The following measures are in place with a view to removing all foreseeable opportunities for candidates to be accused of suspected malpractice in both an intentional and an unintentional capacity. Signposting students/parents/carers to our centre policies/ processes and JCQ regulations via:

- exam and assessment information assemblies
- Google Classroom and our website
- tutor time presentations
- issuing candidates with JCQ Information for Candidates documents
- CLs and teachers briefing candidates on NEA rules and avoiding malpractice, plagiarism, the use of and misuse of AI in assessments and refer to the JCQ AI document for teachers in order to communicate the rules to students
- completion of mocks examinations to familiarise candidates with our examination procedures which replicates public exam practices

Starting examinations

All required equipment and stationery for the examination will be provided for students in the examination hall; therefore candidates are not required to bring anything other than a labelless water bottle to their exam, and their ID card.

During examinations

It is the responsibility of the candidate to ensure that their actions do not alert the suspicion of the invigilator during the examination. Therefore, all candidates are required to focus solely on the examination and must not engage with any forms of direct or indirect communication as this will threaten the integrity of their examination and may result in formal procedures for suspected malpractice being followed with awarding bodies.

An allegation of suspected malpractice during an examination would follow any attempt to bring information into the examination hall. Therefore, all candidates are given the opportunity to surrender any such materials before entering the examination hall.

In exceptional circumstances, a candidate will be permitted to use the toilet facilities. However, the act of leaving the examination hall for any reason will need to be treated as 'high risk of malpractice' due to the candidate no longer being within a secure and controlled environment. If a candidate is permitted to use the toilet, they will be escorted to the toilet and asked to leave their blazer outside so as not to compromise the integrity of their examination. Any candidate who requires use of the toilet will be reported to the exams officer and to the senior leader in charge of exams. A senior member of staff or the Year Learning Co-ordinator staff may communicate with parents/carers to inform them of the candidate's entry to the examiner's log and any further action required.

AI use in assessments

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, students and parents/carers may be familiar with generative chatbots such as ChatGPT, Notebook LM etc. Swakeleys School for Girls recognises that AI has many uses to help students learn, but may also lend itself to cheating and plagiarism.

Head of Centre, Exams Officer and Curriculum Leaders will:

- explain the importance of students submitting their own independent work (a result of their own efforts, independent research, etc) for assessments and stress to them and to their parents/carers the risks of malpractice
- ensure that this document includes clear guidance on how students should acknowledge any use of AI to avoid misuse
- ensure that teachers and assessors are familiar with AI tools, their risks and AI detection tools
- ensure that, where students are using word processors or computers to complete assessments, teachers and relevant centre staff are aware of how to disable improper internet/AI access where this is prohibited
- ensure that each student is issued with a copy of, and understands, the appropriate JCQ Information for Candidates, IC Social Media (poster)
- reinforce to students the significance of their (electronic) declaration where they confirm the work they are submitting is their own, the consequences of a false declaration, and that they have understood and followed the requirements for the subject
- remind students that awarding organisation staff, examiners and moderators have established procedures for reporting and investigating malpractice
- ensure that teachers are aware they must not use AI tools as the sole marker of student work

Students may not use AI tools:

- during assessments, including internal and external assessments, and coursework
- to write their homework or class assignments, where AI-generated text is presented as their own work

Students may use AI tools:

- as a research tool to help them find out about new topics and ideas
- when specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images. All AI-generated content must be properly attributed

Where a student uses an AI tool, the pupil should retain a copy of the question(s) asked and the AI-generated responses. Students must submit this along with the assessment.

Staff should:

- be aware that AI tools are still being developed and should use such tools with caution as they may provide inaccurate, inappropriate or biased content
- make students aware of the risks of using AI tools and that they need to appropriately reference AI as a source of information to maintain the integrity of assessments

For more information on AI misuse, see JCQ's 'AI Use in Assessments: Protecting the Integrity of Qualifications'. Any misuse of AI tools may be treated as malpractice.

Identification and reporting of malpractice

If a member of centre staff involved in the management, administration and/or conducting of examinations (such as exams officer, exams assistant or invigilator), a student or a member of the public (such as a parent/carer) has a concern or reason to believe that malpractice has or will occur in an examination or assessment, concerns should normally be raised initially with the Deputy Headteacher in charge of examinations. However, there may be a time when it may be more appropriate to refer the issue directly to the Trustees, in the case of the allegation is against the head of centre.

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
- 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, or an appointed person, 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.

Whistleblowing procedure

Students at Swakeleys School for Girls are made to feel comfortable discussing/reporting malpractice issues of which they are aware (whistleblowing). The regulations surrounding their assessments, and wider academic integrity, will be reiterated to students who are undertaking, or who are about to undertake, their courses of study.

If the individual (staff or student) does not feel safe raising the issue/reporting malpractice within the centre, or they have done so and are concerned that no action has been taken, that individual could consider making their disclosure to a malpractice expert at the awarding body for the qualification where malpractice is suspected.

In order to investigate concerns effectively, the awarding body should be provided with as much information as possible/is relevant, which may include:

- the qualifications and subjects involved
- the centre involved
- the names of staff/candidates involved
- the regulations breached/specific nature of suspected malpractice
- when and where the suspected malpractice occurred
- whether multiple examination series are affected
- if the issue has been reported to the centre and what the outcome was
- how the issue became apparent

Anonymity

A whistleblower can give his/her name, but may also request confidentiality; the person receiving the information should make every effort to protect the identity of the whistleblower.

Appeals against decisions made in cases of malpractice

Swakeleys School for Girls will:

- provide the individual with information on the process and timeframe for submitting an appeal, and where relevant;
- refer to further information and follow the process provided in the JCQ publication; A guide to the awarding bodies' appeals processes