Malpractice Policy (Exams)

2026-2027

THE KING DAVID HIGH SCHOOL

Current procedures approved by	Tracy Basger
Current procedures reviewed by	Joanna Hipkiss
Date of review	19/10/2026
Date of next review	31/10/2027

Key staff involved

Role	Name
Head of centre	Tracy Basger
Senior leader(s)	Jack Pitt - Deputy Head Paula Watson - Assistant Head Tim Chappelle - Assistant Head Jocelyn Buckley-Dibben - SENCO
Exams Manager	Joanna Hipkiss
Other staff (if applicable)	Alison Burton (Exams Manager Maternity Cover)

This policy is reviewed and updated annually to ensure that any malpractice at The King David High School is managed in accordance with current requirements and regulations and reflects centre practice.

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 are malpractice and maladministration?

'Malpractice' and 'maladministration' are distinct but 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 organisation 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 organisation or centre or any officer, employee or agent of any awarding organisation 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)

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)

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 1.9). (SMPP 2)

Purpose of the policy

To confirm The King David High 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 with reference to the JCQ document Suspected Malpractice *Policies and Procedures*

  The policy must detail 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 The King David High 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

The King David High 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 current JCQ documents and any further awarding body guidance:

    - *General Regulations for Approved Centres*
    - *Instructions for conducting examinations (ICE)*
    - *Instructions for conducting coursework*
    - *Instructions for conducting non-examination assessments*
    - *Access Arrangements and Reasonable Adjustments*
    - *A guide to the special consideration process*
    - *Suspected Malpractice: Policies and Procedures*
    - *Plagiarism in Assessments*
    - *AI Use in Assessments: Your role in protecting the integrity of qualifications*
    - *Post Results Services*
    - *A guide to the awarding organisations' appeals processes*
    - *Guidance for centres on cyber security (SMPP 3.2)*

Additional information:
Covering exams in our centre of GCSE, GCE, Applied and Vocational subjects.

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

The King David High School ensures that candidates are informed of JCQ regulations and their responsibilities to avoid malpractice in examinations and assessments. Prior to examinations:

- The Exams Officer emails candidates relevant JCQ Information for Candidates documents, including the regulations for written examinations, and provides guidance on prohibited items, unauthorised materials and examination conduct.
- Before each examination: Invigilators deliver the required JCQ announcements and remind candidates of examination regulations, including the prohibition of mobile phones, watches and other unauthorised materials.
- Non-examination assessments (NEA): Teaching staff inform candidates of the regulations relating to independent work, plagiarism, collusion, acknowledgement of sources and the misuse of artificial intelligence (AI). Candidates complete the required authentication declarations in accordance with awarding

body guidance.
- Access to information: Relevant JCQ regulations and candidate guidance are made available to candidates, including through communications from the Exams Office.

Candidates are advised that failure to comply with JCQ regulations may constitute malpractice and could result in penalties imposed by the awarding body.

AI use in assessments (and preventing AI misuse)

The King David High School ensures that candidates are informed of JCQ and awarding body regulations regarding the appropriate use of artificial intelligence (AI) in assessments.

- Candidate guidance: Teaching staff explain the rules surrounding AI use in non-examination assessments (NEA), coursework and other assessed work, including what constitutes AI misuse.
- Permitted use of AI: Candidates are advised that AI may only be used where permitted by the assessment requirements and must be appropriately acknowledged in accordance with JCQ and awarding body guidance.
- AI misuse: Candidates are informed that submitting AI-generated content as their own work, failing to acknowledge AI use or using AI in ways prohibited by the assessment rules may constitute malpractice.
- Authentication of work: Teaching staff ensure that candidates understand the requirement to submit their own independent work and complete the relevant authentication declarations using the current awarding body forms.
- Reporting concerns: Any suspected AI misuse is investigated and reported in accordance with the school's Malpractice Policy and JCQ regulations.

Relevant JCQ guidance, including **AI Use in Assessments: Protecting the Integrity of Qualifications** and **Information for Candidates – Using Artificial Intelligence (AI) in Assessments**, is shared with candidates where appropriate.

Prior to beginning their work, candidates are issued with the JCQ **Information for candidates** documents: **AI (Artificial Intelligence and assessments)**, (as applicable to any of their qualifications) Cour**sework assessments, Non-examination assessments and Social media** (GR 5.8)

Relevant subject staff ensure that all candidates have read the **Notice to candidates** within the relevant awarding body's **Candidate declaration form** (Authentication form) prior to beginning their work.
Candidates will not sign the declaration until they have completed their work and handed it in for final assessment.

Identification and reporting of malpractice

All staff at The King David High School have a responsibility for reporting any potential malpractice that they may identify.

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)

All suspicions of malpractice are to be passed to the Head of Centre either verbally or in writing.

Reporting suspected malpractice to the awarding organisation

- The head of centre will notify the appropriate awarding organisation immediately of all* alleged, suspected or actual incidents of (staff, centre and candidate) 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)
- (*The only exception to this is candidate malpractice discovered in coursework or non-examination assessments where the offence relates to the content of candidate work (e.g. copying/collusion, plagiarism and/or AI misuse and the authentication forms have not been signed by the candidate)
- 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)
- Form JCQ/M1 will be used to notify an awarding organisation of an incident of suspected candidate malpractice. Form JCQ/M2 will be used (before an investigation commences) to notify an awarding organisation of an incident of suspected staff malpractice/maladministration (SMPP 4.4, 4.6)
- Candidate malpractice offences relating to the content of work (i.e. inappropriate/offensive content, copying/collusion, plagiarism (including AI misuse) and/or false declaration of authentication) which are discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication, do not need to be reported to the awarding organisation. Instead, they will be dealt with in accordance with the centre's internal procedures.
- Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where the offence does not relate to the content of candidates' work (e.g. possession of unauthorised materials, breach of assessment conditions) or where a candidate has signed the declaration of authentication, must be reported using a JCQ M1 to the relevant awarding organisation. If, at the time of the malpractice, there is no entry for that candidate (who the centre intended to enter), the centre is required to submit an entry by the required entry deadline. (SMPP 4.5)
- If, in the view of the information gatherer, there is sufficient evidence that an individual may have committed malpractice, that individual (the candidate or the member of staff) will be informed of all the required information and informed of their rights and responsibilities as the accused individual, prior to the submission of the report to the awarding organisation (SMPP 5.35-36, 40)
- Where it is identified that there is a need to exercise discretion in the light of the circumstances of the case in terms of how the evidence is presented to the accused individual (for example, if there are concerns about revealing the identity of a third party mentioned in the documentation), this will be discussed with the awarding organisation.
- If the accused individual is provided with a reduced or redacted set of case documentation by the information gatherer, then the awarding organisation will be provided with the same information as provided to the individual. Where there are multiple individuals involved in the same incident, copies of the redacted documents for each individual will be provided to the awarding organisation. (SMPP 5.36)
- Once the information gathering has concluded, the head of centre (or other appointed information gatherer) will submit a written report to the relevant awarding organisation summarising the information obtained and actions taken, accompanied by the information obtained during the course of their enquiries (SMPP 5.37)
- Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used (SMPP 5.39)
- The awarding organisation 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 5.42)

Additional information: N/A

Communicating malpractice decisions

Once a decision has been made by the awarding organisation, 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)

Additional information: N/A

Appeals against decisions made in cases of malpractice

The King David High 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 organisations' appeals processes

Additional information: N/A

Changes effective from September 2026

(Updated)

- Wording updated under heading Purpose of the policy
- JCQ documents updated under heading Preventing malpractice
- Wording in certain bullet points updated under various headings
- Insert prompts updated in various Additional information section
- Updated various SMPP section references
- References to awarding 'body' in the SMPP document updated to 'organisation'

(Amended)

- Heading AI use in assessments amended to AI use in assessments (and preventing AI misuse)
- Bullet point referring to Information for candidates documents amended

(Added)

- New insert sections added under various headings
- New bullet point added under heading AI use in... referring to the Candidate declaration form
- Under heading Identification and reporting of... added a sentence with reference to all staff responsibility