Exam Malpractice Policy

Daylesford Academy

Exam Malpractice Policy

Centre name	Daylesford Academy
Centre number	20771
Date policy first created	27/10/2023
Current policy approved by	Tina Whitehouse
Current policy reviewed by	Tina Whitehouse
Date of review	03/11/2026
Date of next review	03/11/2027

Key staff involved in the policy

Role	**Name**
Head of centre	Tina Whitehouse
Senior leader(s)	Tina Whitehouse, Head Teacher Nicola Capok - Deputy Head
Exams officer	Joanne Skitt
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that any malpractice at Daylesford Academy 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 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 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 nonexamination 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 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 Daylesford Academy:

- 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 Daylesford Academy 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

Daylesford Academy 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 organisation guidance:

- General Regulations for Approved Centres 2026-2027
- Instructions for Conducting Examinations (ICE) 2026-2027
- Instructions for Conducting Coursework 2026-2027
- Instructions for Conducting Non-Examination Assessments 2026-2027
- Access Arrangements and Reasonable Adjustments 2026-2027
- A Guide to the Special Consideration Process 2026-2027
- Suspected Malpractice: Policies and Procedures 2026-2027
- Plagiarism in Assessments
- AI Use in Assessments: Protecting the Integrity of Qualifications
- Information for Candidates: AI and Assessments
- Post Results Services 2027
- A Guide to the Awarding Organisations' Appeals Processes 2026-2027
- Guidance for Centres on Cyber Security

These documents form the basis of Daylesford Academy's arrangements for preventing, identifying and reporting malpractice.

(SMPP 3.2)

Additional information:

Not applicable

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

This policy is published on our website along with directions for protocols and procedures for examinations.
Pupils are advised of the rules of examinations at school before examination periods and calls and emails home are made prior to exams to remind parents to read our website. Information posters are displayed in accordance with ICE regulations on examination day.

AI use in Assessments

Daylesford Academy recognises that Artificial Intelligence (AI) tools are now widely available and can support learning when used appropriately. However, students must ensure that all assessed work submitted for qualifications is their own work unless the specification explicitly permits collaboration or use of external sources.

Students are informed that:

- AI-generated content must not be presented as their own work.
- Where AI tools have been used to assist with research, planning, drafting or checking work, any use must comply with the rules of the relevant awarding organisation.
- Students must be able to demonstrate that submitted work is their own and may be required to explain, discuss or evidence how it was produced.
- Failure to acknowledge the use of AI appropriately may constitute malpractice.
- Submitting work produced wholly or partly by AI and claiming it as original work is treated in the same way as plagiarism and may be reported to the awarding organisation.

Daylesford Academy will:

- Provide students with guidance regarding acceptable and unacceptable use of AI.
- Follow the JCQ publication *AI Use in Assessments: Protecting the Integrity of Qualifications*.
- Investigate any suspected AI misuse in accordance with JCQ Suspected Malpractice: Policies and Procedures.
- Report cases to the appropriate awarding organisation where required.

Students are directed to read the JCQ publication *Information for Candidates: AI and Assessments* before completing assessed work. [jcq.org.uk], [jcq.org.uk]

Staff training and awareness

All staff involved in examinations, invigilation, access arrangements, assessment, coursework and non-examination assessments receive annual updates on JCQ regulations and malpractice procedures.

The Exams Officer maintains records of relevant training and ensures that current JCQ documentation is accessible to all staff involved in the examination process.

Staff are required to report any concerns regarding malpractice immediately to the Exams Officer or Head of Centre. [jcq.org.uk]

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)

Any suspected malpractice, maladministration or AI misuse should be reported immediately to the Exams Officer, Joanne Skitt, who will notify the Head of Centre, Tina Whitehouse. Where the allegation involves the Exams Officer, concerns must be reported directly to the Head of Centre. Where the allegation involves the Head of Centre, the relevant awarding organisation will be contacted directly for advice. [jcq.org.uk]

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)
- 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 body. 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 body. 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 investigator, there is sufficient evidence that an individual may have committedmalpractice, that individual (the candidate or the member of staff) will be informed of all the required information and the accused individual informed of their rights and responsibilities (SMPP 5.333.4)
- Once the information gathering has concluded, the head of centre (or other appointed informationgatherer) will submit a written report to the relevant awarding body summarising the information obtained and actions taken, 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)

Additional information:

Not applicable

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)
Additional information:

Not applicable

Appeals against decisions made in cases of malpractice

Daylesford Academy 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**

Additional information:

Not applicable

References updated to JCQ regulations and guidance for 2026.
AI guidance strengthened to reflect JCQ requirements regarding the appropriate acknowledgement of AI-generated content and the treatment of AI misuse as malpractice.
Updated references to *Information for Candidates: AI and Assessments*.
Continued emphasis on centres maintaining robust arrangements for preventing, identifying and reporting malpractice.
Clarified reporting routes where allegations involve senior staff, the Exams Officer or the Head of Centre

Centre-specific changes

As a specialist setting, Daylesford Academy recognises that some candidates may require additional support to understand examination regulations. Examination rules, candidate responsibilities and malpractice guidance are therefore communicated through verbal reminders, written guidance, parental communication and individual support where required. Reasonable adjustments and access arrangements will be implemented in accordance with JCQ regulations and must not compromise the integrity of the assessment process.