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Malpractice Policy (Exams/Assessments) 2023/24

Queen Elizabeth II High School

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Centre name	Queen Elizabeth II High School
Centre number	45011
Date policy first created	04/02/2024
Current policy approved by	Mr John Kinley
Current policy reviewed by	Paula Venezia
Date of next review	18/09/2024

Key staff involved in the policy

Role	Name
Head of centre	Mrs Charlotte Clarke
Senior leader(s)	Jason Coole (Deputy Head), Julie Ozer (Business Manager), Joanne Steriopulos (Assistant Head), John Kinley (Assistant Head), Olivia Graham (Assistant Head) Steven Slack (Assistant Head Data and Assessment)
Exams officer	Paula Venezia
Other staff (if applicable)	Head of Key Stage 3 and Key Stage 4, Subject teachers.

This policy is reviewed and updated annually to ensure that any malpractice at Queen Elizabeth II High 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 publications **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 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 (SMPP 1)

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. (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 all alleged or suspected incidents of malpractice. (SMPP 2)

Purpose of the policy

To confirm Queen Elizabeth II 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 (GR 5.3)

General principles

In accordance with the regulations Queen Elizabeth II High School will:

- **Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration)** before, during and after examinations 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 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

Queen Elizabeth II 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**. (SMPP 4.3)
- 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: *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* (SMPP 3.3.1)

Additional information:

Not applicable

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

The Examinations Officer will:

- Draw candidates' attention to the appropriate regulations at an early stage by issuing Information to Candidates through tutors early in the academic year of Year 10. The importance and significance of signing a declaration will be reinforced at an assembly early in the academic year of Year 11.
- Draw candidates' attention to the appropriate regulations surrounding the use of AI within assessments and exams by displaying JCQ AI Poster for students
- Draw teachers attention to the appropriate regulations surrounding the use of AI within assessments and exams by forwarding the JCQ Information sheet for teachers and displaying this in a prominent position in the staff room and on the centres chosen information hub (Microsoft Teams)

Subject staff will:

- Reinforce the appropriate regulations with reference to the Information to Candidates – it is important that this happens early in the Year 10 academic year, to send the message that coursework is ongoing, and not something dealt with solely in Year 11. At this stage it is also important to clarify the requirements for the particular piece(s) of work and to inform students of the criteria for the award of marks and the procedures for requesting a review of marks prior to submission to the Awarding Body.
- Draw candidates' attention to the appropriate regulations surrounding the use of AI within assessments and exams by presenting the JCQ AI Presentation for Students
- Draw candidates' attention to the appropriate regulations surrounding the use of AI within assessments and

exams by acknowledging the use of AI, what AI is, the risks of using AI, what AI misuse of, how this will be treated as malpractice, when AI can be used and how it should be acknowledged.

Subject staff will use and confirm this information using the JCQ document 'AI Use in Assessments: Protecting the Integrity of Qualifications - Guidance for Teachers and Assessors.

AI Use in Assessments

Students complete the majority of their exams and a large number of other assessments under close staff supervision with limited access to authorised materials and no permitted access to the internet. The delivery of these assessments should be unaffected by developments in AI tools as students must not be able to use such tools when completing these assessments.

There are some assessments in which access to the internet is permitted, and in these situations subject staff check students work to ensure that this is the students own work or is referenced to take into any AI which has been used.

The following JCQ support resources will also be used to help teachers understand and prevent AI misuse and to help students to better understand the rules for use of AI in assessments: Information Sheet for Teachers, Senior Leader Presentation for Teachers, Poster for Students, Teacher Presentation for Students.

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)

Detail the process in your centre which confirms how and to whom any suspected malpractice issues should be escalated (Describe the process and include the name(s) and/or role(s) of those staff to whom any issues should be escalated to)

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** (SMPP 4.1.3)
- 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 (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 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 (SMPP 4.5)
- 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 (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

Queen Elizabeth II 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 publication A guide to the awarding bodies' appeals processes

Changes 2023/2024

Under heading Purpose of the policy: (Changed) The purpose of this policy is to confirm how Queen Elizabeth II High School manages malpractice under normal delivery arrangements in accordance with the regulations (To) To confirm Queen Elizabeth II 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 (GR 5.3)

Under heading General Principles: Moved subsections Candidate malpractice and Centre staff malpractice from this section and added under Introduction section

Under heading Preventing Malpractice: (Added) A new bullet point: 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:

- **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 (SMPP 3.3.1)**

(Added) New subheading Informing and advising candidates and an insert field to be populated according to the centre's process

Under heading Identification and reporting of malpractice: (Added) New subheading Escalating suspected malpractice issues and

- **new bullet point: Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels (SMPP 4.3)**
- **an insert field to be populated according to the centre's process**

(Added) New subheading Reporting suspected malpractice to the awarding body

(Added) New bullet point: 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 (SMPP 4.1.3)

(Changed) SMPP reference: 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 (SMPP 5.32) (To) 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 (SMPP 5.33)

(Changed) Once the information gathering has concluded, the head of centre (or other appointed information-gatherer) will submit a written report summarising the case to the relevant awarding body, accompanied by the information obtained during the course of their enquiries (SMPP 5.34) (To) 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 (SMPP 5.35)

(Changed) SMPP reference: Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used (SMPP 5.36) (To) Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used (SMPP 5.37)

(Changed) SMPP reference: 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 5.39) (To) 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)

Under heading Appeals against decisions made in cases of malpractice:(Changed) Provide the individual with information on the process for submitting an appeal, where relevant (To) Provide the individual with information on the process and timeframe for submitting an appeal, where relevant

Under each relevant section added Additional information fields to be populated by the user if applicable

(28/02/2024) Suggested policy title changed from Malpractice Policy (Exams) to Malpractice Policy (Exams/Assessments)

Under the section Preventing malpractice:

(Amended) Heading Informing and advising candidates to Informing and advising candidates how to avoid committing malpractice in examinations/assessments

(Added) Section entitled AI Use in Assessments

Centre-specific changes

Insert any centre-specific changes for 2023/24 resulting from your annual review or insert relevant text (for example: Upon review in September 2023, no centre-specific updates or changes were applicable to this document.)