Merchant Taylors' School

EXAMINATIONS – MALPRACTICE POLICY

Centre 17632

'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 use 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.

Please read this policy in conjunction with the Centre's E-Safety policy, Examinations - NEA, Controlled Assessment and Coursework Policy, Examinations - Complaints and Appeals Procedure
All students from year 10 and above are sent the following JCQ and awarding body documentation at the start of each academic year:

- JCQ *Unauthorised Items* poster
- JCQ *Warning to Candidates* poster
- JCQ *AI and Assessments* poster
- JCQ *Social Media* infographic
- JCQ *Preparing to sit your exams* infographic
- IFC *Coursework Assessments*
- IFC *Non-examination Assessments*
- IFC *AI (Artificial Intelligence and assessments)*
- IFC *On Screen Examinations*
- IFC *Written Examinations*

In addition to this, they are sent the relevant warning and information notices from JCQ and Cambridge within their Examination Booklet. They (and their parent/guardian) are asked to sign a declaration confirming they have read and understood the information within the Examination Booklet.

All Heads of Department are sent the following JCQ and awarding body documentation at the start of each academic year:

- JCQ *AI Use in Assessments*
- JCQ *Instructions for Conducting Coursework*
- JCQ *High-level principles for conducting MFL and Irish Speaking assessments*
- JCQ *Instructions for conducting non-examination assessments (GCE and GCSE specifications)*
- JCQ *AI and Assessments* poster
- JCQ *Preventing AI Misuse in Assessments* infographic

- JCQ *Instructions for conducting GCSE, GCSE AS and A level Modern Foreign Languages & Irish Listening examinations*
- JCQ Notice to Centres *Teachers sharing non-examination assessment material and candidates' work*
- JCQ Notice to Centres *Informing candidates of their centre-assessed marks*
- JCQ Plagiarism in Assessments

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. Candidates should be aware that the misuse of AI will be treated as malpractice and, if applicable, be reported to the relevant awarding body. AI misuse is when an AI tool is used in an exam or assessment where it is not allowed; and/or where an AI tool has been used to create work and not appropriately referenced. Before signing their authentication form, teachers will reconfirm with students that the work is their own. If it is suspected that the work is not the students and has not been appropriately referenced, the teacher will remind the candidate of the potential risks and give them the opportunity to amend the work before authenticating and submitting. Please refer to the relevant JCQ AI documents and the Centre's E-Safety policy for more guidance on how AI should be used and acknowledged. Please refer to the JCQ documentations sent to all students in year 10 and above for more guidance on the JCQ regulations. Additionally, all students taking one or more public exam(s) this summer will receive an Examination Pack outlining details of malpractice and the use of AI.

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.

Suspected malpractice

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

In accordance with the regulations Merchant Taylors' School will:

- Take all reasonable steps to prevent the occurrence of any malpractice before, during and after examinations have taken place.
- Inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice, 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 in accordance with the JCQ publication *Suspected Malpractice – Policies and Procedures* and provide such information and advice as the awarding body may reasonably require.
- Have 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:
    - 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: Protecting the Integrity of Qualifications
- A guide to the awarding bodies' appeals processes
- Cambridge Handbook

Informing and advising candidates

The candidate(s) will be informed before any case of malpractice against them is submitted. They will be shown the evidence used and be given the opportunity to write a supporting statement. The Head of Exams will ensure they are signposted to the relevant JCQ and awarding body documentation.

Identification and reporting of malpractice

Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels. The case should be reported to the Head of Exams in the first instance unless the Head of Exams is involved/conflicted. In this instance, it should be reported to the Head of Centre.
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.

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 their enquiries. The awarding body will decide, based on 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.

Once a decision has been made, it will be communicated in writing to the Head of Centre. The Head of Centre or Head of Exams will communicate the decision to the individuals concerned and pass on details of any sanctions and action in cases where this is indicated. They will also inform the individuals if they have the right to appeal.

Merchant Taylors' School will provide the individual with information on the process and timeframe for submitting an appeal. Where relevant, we will refer to further information and follow the process provided in the JCQ publication **A guide to the awarding organisations' appeals processes**.

Head of Examinations
October 2026
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