



**CALTHORPE
ACADEMY**
Skills for the life we want

Qualifications / Examinations Malpractice Policy

*All policies are electronically signed and available on Governor Hub

Ratified by the (Local Governing Body)

Signed by the (LGB):

Date January 2026

To be reviewed annually:

Date January 2027

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1. Introduction

This policy ensures examinations and assessments are conducted in line with awarding organisation and JCQ regulations.

It applies to all staff involved in assessment and examinations and all candidates entered for qualifications.

This policy must be read alongside the JCQ Suspected Malpractice: Policies and Procedures and JCQ Instructions for Conducting Examinations (ICE).

2. Definitions

2.1 Malpractice

Malpractice is any action, deliberate or reckless, that compromises or seeks to compromise the integrity of examinations or assessments, the validity of results, or the reputation of awarding organisations.

2.2 Maladministration

Maladministration refers to unintentional errors or poor administration that may affect the integrity of assessments or examinations, such as failure to follow JCQ procedures correctly.

2.3 Artificial Intelligence (AI)

Artificial Intelligence (AI) refers to software or online tools that generate text, images, code or other outputs in response to prompts (for example, generative AI tools such as chatbots or text generators).

3. Examples of Malpractice and Maladministration

3.1 Staff Malpractice (not exhaustive)

- Tampering with candidate work prior to moderation or marking
- Assisting candidates beyond awarding body guidance
- Fabricating assessment, internal verification or authentication records
- Improper assistance during examinations
- Tampering with scripts prior to external marking

3.2 Candidate Malpractice (not exhaustive)

- Copying or sharing work unless explicitly permitted
- Using unauthorised materials or devices in exams or assessments
- Talking or communicating during examinations
- Submitting work that is not the candidate's own
- Misuse of AI tools

3.3 Maladministration (not exhaustive)

- Failure to apply approved access arrangements correctly
- Insecure storage of assessment or examination materials
- Late or incorrect submission of marks or candidate work

4. Responsibilities

4.1 All Staff

All staff have a responsibility to: - Be familiar with this policy and JCQ requirements - Act to prevent malpractice and maladministration - **Immediately report any suspected malpractice or maladministration** to the Headteacher or Exams Officer

4.2 Headteacher

The Headteacher has overall responsibility for: - Ensuring this policy is implemented - Coordinating internal investigations into suspected malpractice - Ensuring appropriate reports are made to awarding organisations

4.3 Exams Officer

The Exams Officer is responsible for: - Liaising with awarding organisations and JCQ - Reporting suspected malpractice or maladministration in line with JCQ requirements - Maintaining accurate and secure examination records

5. Preventing Malpractice

5.1 Staff Awareness

Staff are made aware of malpractice risks and procedures through: - Annual training and updates - Access to this policy and JCQ documentation - Briefings prior to assessment and examination periods

5.2 Candidate Awareness

Candidates are informed about malpractice and how to avoid it through: - Pre-examination briefings - Candidate notices and instructions - Guidance during coursework and controlled assessments - Signing declarations of authentication

6. Use of AI

6.1 Appropriate Use of AI

AI may only be used by candidates where explicitly permitted by the awarding organisation. Where permitted, candidates must: - Use AI only as allowed (e.g. for planning or generating ideas) - Clearly acknowledge any AI assistance in their work, as required

6.2 AI Misuse

AI misuse includes (but is not limited to): - Submitting AI-generated work as the candidate's own - Using AI in examinations or assessments where it is not permitted - Failing to acknowledge permitted AI use

AI misuse is treated as **candidate malpractice** and managed in line with JCQ procedures.

6.3 Risks of AI

Candidates and staff are made aware of risks associated with AI use, including: - Inaccurate or fabricated content - Plagiarism and lack of authenticity - Bias and unreliable outputs

6.4 Awareness and Training

- Staff receive guidance on appropriate AI use and how to manage the risk of AI misuse
- Students receive clear guidance on acceptable and unacceptable AI use

7. Ensuring Authenticity

The Academy uses the following approaches to ensure work submitted for assessment is the candidate's own: - Supervised completion of work where required - Monitoring of drafting and development of work - Questioning candidates about their work - Comparison with previous or known work - Use of plagiarism and AI-detection tools where appropriate

8. Procedures for Dealing with Suspected Malpractice

8.1 Reporting Concerns

Any suspected malpractice or maladministration must be reported **immediately** to the Headteacher or Exams Officer.

8.2 Investigation

The Headteacher will coordinate investigations, ensuring: - All relevant facts are established - Individuals involved are informed of the allegation - Written statements are collected where appropriate - Investigations are conducted fairly and without assumption of guilt

8.3 Candidate Malpractice and Authentication

- Suspected candidate malpractice identified after the declaration of authentication has been signed must be reported to the awarding organisation
- Suspected candidate malpractice identified before authentication is signed may be dealt with internally and does not need to be reported

8.4 Reporting to Awarding Organisations

All suspected: - Staff malpractice - Centre malpractice or maladministration - Candidate malpractice identified post-authentication will be reported to the awarding organisation in line with JCQ requirements and timescales.

9. **Assessment Records**

Where malpractice or improper assistance is identified: - Assessment records will be updated to reflect this - An audit trail will be maintained - Records will be retained securely for inspection

10. **Appeals**

Candidates and staff have the right to: - Submit an internal appeal against decisions to reject work on grounds of malpractice - Be informed of the outcome of any investigation - Access awarding organisation appeals procedures where applicable

11. **Whistleblowing**

Staff and candidates are encouraged to report concerns about malpractice or maladministration without fear of detriment. Reports may be made confidentially in line with the Academy's Whistleblowing Policy.

12. **Review**

This policy is reviewed **annually** to ensure continued compliance with JCQ and awarding organisation requirements.

13. Changes

Description	Date	Page	Section
No Changes	May 2024	-	-
Policy rewritten in line with JCQ guidance.	January 2026	1-6	All sections