

## Malpractice Policy (Exams) 2024/25

Centre Name	The Purcell School
Centre Number	17610
Date policy first created	April 2023
Current policy approved by	SLT
Current policy reviewed by	Caroline Murphy
Date of review	November 2024
Date of next review	November 2025

### Key staff involved in the policy

Role	Name
Head of Centre	Mr Paul Bambrough
Senior Leaders	Mr Thomas Burns Mr Michael Long (Contingency DDEO) Mr Ziggi Szafranski
Exams Officer	Ms Caroline Murphy

This policy is reviewed and updated annually to ensure that any malpractice at The Purcell 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 documents **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 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 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)

### **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 19). (SMPP 2)

### **Purpose of the Policy**

To confirm The Purcell 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 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 The Purcell 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 Purcell 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 JCQ documents and any further awarding body guidance:
  - General Regulations for Approved Centres 2024-2-25
  - Instructions for conducting examinations (ICE) 2024-2025
  - Instructions for conducting coursework 2024-2025
  - Instructions for conducting non-examination assessments 2024-2025
  - Access Arrangements and Reasonable Adjustments 2024-2025
  - A guide to the special consideration process 2024-2025
  - Suspected Malpractice: Policies and Procedures 2024-2025 (this document)
  - Plagiarism in Assessments
  - AI Use in Assessments: Protecting the Integrity of Qualifications
  - Post Results Services June 2024 and November 2024
  - A guide to the awarding bodies' appeals processes 2024-2025

(SMPP 3.3.1)

Additional information:

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

The candidates are briefed at the start of their course and supported locally by the relevant subject Head of Department and/or teacher (whomever is overseeing the NEA/Coursework assignments).

The candidates and their parents/guardians are sent the JCQ information for Candidates and posters via email and the 'Purcell Student Handbook' at the start of their course and prior to any examinations. The JCQ Information for candidates and regulations are available on the school website.

<https://www.purcell-school.org/examinations/>

The candidates are briefed at a school assembly held by the Examinations Officer and Director of teaching & learning prior to the mock and public examinations.

## **AI Use in Assessments**

### **AI Use in Assessments: Protecting the Integrity of Qualifications**

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 in the preparatory, research or production stages. The majority of these assessments will be Non-Examined Assessments (NEAs), coursework and internal assessments for General Qualifications (GQs) and Vocational I. JCQ's guidance which is designed to help students and teachers to complete NEAs, coursework and other internal assessments successfully is followed in relation to these assessments.

### **Overview**

The Purcell School acknowledges the increasing availability and influence of artificial intelligence (AI) tools in educational contexts. While these tools can support learning, their inappropriate or unauthorised use during assessments poses risks to the integrity of qualifications. This section outlines the expectations, permitted uses, potential risks, and consequences of AI misuse during assessments.

### **Permitted Use of AI**

AI may be used in coursework, NEAs, and projects if explicitly permitted by awarding body guidelines. When used, students must acknowledge AI tools by documenting:

The specific tools used (e.g., ChatGPT).

Their purpose in the work, including input prompts and outputs.

In supervised assessments, AI use is strictly prohibited unless otherwise authorised.

### **Risks and Misuse**

AI misuse includes:

Submitting AI-generated work without acknowledgment.

Using AI during prohibited assessments.

Misusing AI to fabricate or plagiarise content.

Misuse will result in malpractice investigations, which may lead to nullification of assessments, escalation to awarding bodies, or other disciplinary actions.

### **Guidance for Staff**

Staff should remain vigilant for inconsistencies in student work, unrealistic references, or abrupt changes in performance. Concerns should be:

Discussed with the student to verify their process and sources.

Escalated to the [Exams Officer/Head of Department] for further review.

JCQ guidance and internal resources are available to support staff in addressing AI misuse.

### **Informing Students**

Students will receive clear guidance on AI rules through briefings, posters, and workshops. The school emphasises transparency and adherence to regulations to uphold assessment integrity.

With reference to the JCQ guidance for Teachers & Assessors - *AI Use in Assessments: Protecting the Integrity of Qualifications*:

The following JCQ support resources are also 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)

Suspected Malpractice should be reported to the Director of Teaching & Learning (SLT) and/or Head of Sixth Form (SLT) and the Exams Officer. The Director of T&L or Head of Sixth Form, will undertake an investigation to ascertain the details/circumstances and will report to the Head of Centre who will act in accordance with published guidelines

#### **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)
- Malpractice by a candidate discovered in a controlled assessment, coursework or non- examination assessment component prior to the candidate signing the declaration of authentication does not need to 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 (the candidate or the 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) Additional information:

### **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**

The Purcell 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 bodies' appeals processes**