



St Colm's High School

Malpractice Policy

This policy is reviewed and updated to ensure that any malpractice at St Colm's High School is managed in accordance with current requirements and regulations.

Introduction

What is Malpractice and Maladministration?

'Malpractice' and 'maladministration' are related concepts, that they involve a failure to follow the rules of an examination or assessment where there 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.
- 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.

This policy outlines how St. Colm's High School manages malpractice in accordance with the regulations.

St. Colm's High School will:

Take all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after examinations have taken place.

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.

As required by an awarding body, gather evidence of any instances of alleged or suspected malpractice /maladministration in accordance with the JCQ publication Suspected Malpractice - Policies and Procedures

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 (outlined in Appendix 1)

Centre Staff Malpractice

'Centre staff malpractice' means malpractice committed by a member of staff, or an individual appointed in another capacity by a centre such as an invigilator, a reader or a scribe. (Outlined In Appendix 2)

Preventing Malpractice

St Colm' High School has robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ publication Suspected Malpractice: Policies and Procedures.

Centre Staff malpractice and mal administration.

St Colm's High School ensures:

- staff involved in the delivery of assessments and exams understand the requirements of conducting these as specified in the JCQ documents listed below.
- examinations officer and assistant are trained, resourced, and supported.
- staff who manage and implement access arrangements are appropriately supported and resourced.
- Examination clashes are planned and managed.
- Staff delivering/assessing coursework or non-examination assessments have robust processes in place for identifying and reporting plagiarism or other potential candidate malpractice.
- A culture of honest and openness so that concerns can be raised and dealt with appropriately.

Candidate malpractice

St Colm's High School ensures:

- All JCQ notices are emailed to candidates.
- Candidates are informed verbally about the required conditions under which assessments are conducted, including warnings about prohibited materials, devices, and access to restricted resources.
- Candidates are aware of actions that are considered as malpractice and sanctions imposed for those who commit malpractice.
- Candidates are aware of the sanctions for receiving or passing on confidential assessment materials.
- Candidates are aware of the appropriate behaviour during supervision of clashes in examinations.
- Candidates are aware completing coursework or non-examination assessments are aware of the need for the work to be their own.

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

Identification and Reporting of Malpractice

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

Malpractice by a candidate discovered in a controlled assessment, coursework or nonexamination 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 will submit a written report summarising the case 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.

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.

The Head of Centre will provide the individual with information on the process 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.

Artificial Intelligence (AI) - Use in Assessments

AI use refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead towards qualifications. While the range of AI tools, and their capabilities, is likely to expand greatly soon, misuse of AI tools in relation to qualification assessments at any time constitutes malpractice. Teachers and students should also be aware that AI tools are still being developed and there are often limitations to their use, such as producing inaccurate or inappropriate content.

What is AI Misuse

AI misuse constitutes malpractice as defined in the JCQ Suspected Malpractice: Policies and Procedures. The malpractice sanctions available for the offences of 'making a false declaration of authenticity' and 'plagiarism' include disqualification and debarment from taking qualifications for a number of years. Students' marks may also be affected if they have relied on AI to complete an assessment and, as noted above, the attainment that they have demonstrated in relation to the requirements of the qualification does not accurately reflect their own work.

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies.

Acknowledging AI Use If a student uses an AI tool which provides details of the sources it has used in generating content, these sources must be verified by the student and referenced in their work in the normal way. Where an AI tool does not provide such details, students should ensure that they independently verify the AI-generated content – and then reference the sources they have used. In addition to the above, where students use AI, they must acknowledge its use and show clearly how they have used it. This allows teachers and assessors to review how AI has been used and whether that use was appropriate in the context of the assessment. This is particularly important given that AI-generated content is not subject to the same academic scrutiny as other published sources. Where AI tools have been used as a source of information, a student's acknowledgement must show the name of the AI source used and should show the date the content was generated. The student must retain a copy of the question(s) and computer-generated content for reference and authentication. Malpractice Policy 5 purposes, in a non-editable format (such as a screenshot) and provide a brief explanation of how it has been used.

This must be submitted with the work, so the teacher/assessor is able to review the work, the AI-generated content and how it has been used. Where this is not submitted, and the teacher/assessor suspects that the student has used AI tools, the teacher/assessor will need to consult the centre's malpractice policy for appropriate next steps and should take action to assure themselves that the work is the student's own.

See <https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/> for further information.

Appendix 1

Learner Malpractice

The following actions are regarded as malpractice and have penalties if allegations are proven:

Plagiarism – by copying work from someone else and passing it off as your own, this includes internet sources.

Collusion – working collaboratively to produce work that is submitted as your own individual work.

Impersonation – pretending to be someone else in an assessment/examination.

Failing to follow rules and regulations given by an assessor / invigilator.

Misuse of assessment / examination materials.

Introducing unauthorised material into test conditions e.g. notes, mobile phones, MP3 players etc.

Obtaining, receiving, exchanging or passing information which could be assessed by means of talking or notes during supervised assessment / examination conditions.

Behaving in a way which undermines the integrity of the assessment.

Alteration of any results documents e.g. results slips or certificates.

Cheating to gain an unfair advantage.

Note: Rules and regulations in Examination conditions are available in the Joint Council booklet “JCQ Instruction for the Conduct of Examinations” These rules are also posted inside and outside the examination hall.

Appendix 2

Centre Staff Malpractice

The following actions are regarded as malpractice and have penalties if allegations are proven:

Alterations to grading and assessment criteria.

Assisting students where the support will alter the outcome of the assessment in excess of specified guidelines within the programme of study.

Producing falsified witness statements.

Allowing work which staff knows is not the learner's own.

Facilitating and allowing impersonation.

Failure to keep learners computer files secure.

Falsifying records or certificates.

Fraudulent certification claims e.g. claiming certification if the work is not done or not up to the standard claimed.

Failing to keep assessment / test papers secure prior to test.

Obtaining unauthorised access to test materials prior to test.