WEST HATCH HIGH SCHOOL

THE BEST THAT I CAN BE

Malpractice and Maladministration Policy

Policy Date	September 2026
Policy to be reviewed	September 2027
Signed by the Headteacher	

WEST HATCH HIGH SCHOOL

Key Staff involved in the procedure

Role	Name(s)
Head of Centre	Mrs Victoria Schaefer
Exams Manager / Deputy Headteacher	Mrs Natalie Steadman
Examinations Officers'	Mrs Debora Platman and Mrs Gill Newton
IT Systems Manager	Mr Glenn Jackson

Introduction

What are malpractice and maladministration?

Malpractice and maladministration are distinct but 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 'malpractices' 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 organisation requirements regarding how a qualification should be delivered, and or
- A failure to follow established procedures in relation to a qualification

Which:

- Give rise to prejudice to candidates, and/or
- Compromises public confidence in qualifications, and/or
- Compromises, attempts to comprise 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 organisation or centre or any officer, employee or agent of awarding orgnisation or centre (SMPP 1)

Centre 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 or 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)

Centre malpractice
'Centre malpractice' normally involves malpractice where there is an element of systemic failure, a breach in policies or widespread malpractice such that a centre-level sanction is appropriate (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 1.9. (SMPP 2)

Purpose of the policy

To confirm that West Hatch High 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 with reference to the JCQ document Suspected Malpractice Policies and Procedures

The policy must detail how candidate are informed and advised avoiding 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 West Hatch High 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 (Exam Board) 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

West Hatch High 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 current 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: Your role in protecting the integrity of qualifications
- Post Results Services
- A guide to the awarding organisations' appeals processes
- Guidance for centres on cyber security (SMPP 3.2)

Additional information: Candidates are informed of AI by way of poster notice position on noticeboard around the school, together with emailing out to students at the start of year. Assemblies also address this matter, together with teacher re-enforcement. In addition, a letter produced by the Dfe/Gov website is sent to students and parents.

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

AI use in assessments (and preventing AI misuse)

IT Systems Manager, Glenn Jackson, along with Senior Leaders, Heads of Department will ensure all steps are taken to ensure that there is no misuse of AI during public examinations including Coursework and NEAs.

Senior Leaders and Heads of Department will be provided with the JCQ Instruction guidelines at the start of the academic year or as and when they are updated and will be presented at CPD updates when and where appropriate.

Candidates will be issued with the JCQ Information for Candidates - AI (Artificial Intelligence and assessments) or similar centre document prior to completing their work/prior to signing the declaration of

authentication.

Prior to beginning their work, candidates are issued with the JCQ **Information for candidates** documents:
AI (Artificial Intelligence and assessments), (as applicable to any of their qualifications)
Coursework assessments, Non-examination assessments and **Social media** (GR 5.8) Relevant subject staff ensure that all candidates have read the Notice to candidates within the relevant organisation **Candidate declaration form** (Authentication form) prior to beginning their work. Candidates will be shown but not sign the declaration until they have completed their work and handed it in for final assessment. Authenticating a candidates work will be undertaken by departments and will make use of the documents provided by the relevant examination board.

Identification and reporting of malpractice
All staff at West Hatch High School have a responsibility for reporting any potential malpractice that they may identify.

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)

Heads of Department or teachers will inform the Exam Officer or Senior Leader of any suspected AI infringement which will then be investigated immediately. If found to be proven a meeting with the student and parents will take place and where it is deemed necessary, it will be reported immediately to the respective Examination board. Any meeting will be followed up in writing to the student and parent and then notification of the overall outcome will be reported to the student and parent once known.

Reporting suspected malpractice to the awarding organisation
The head of centre will notify the appropriate awarding organisation immediately of all* alleged, suspected or actual incidents of (staff, centre and candidate) 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) (*The only exception to this is candidate malpractice discovered in coursework or non-examination assessments where the offence relates to the content of candidate work (e.g. copying/collusion, plagiarism and/or AI misuse and the authentication forms have not been signed by the candidate)
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)

Form JCQ/M1 will be used to notify an awarding organisation of an incident of suspected candidate malpractice. Form JCQ/M2 will be used (before an investigation commences) to notify an awarding organisation of an incident of suspected staff malpractice/maladministration (SMPP 4.4, 4.6)

Candidate malpractice offences relating to the content of work (i.e. inappropriate/offensive content, copying/collusion, plagiarism (including AI misuse) and/or false declaration of authentication) which are discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication, do not need to be reported to the awarding organisation. Instead, they will be dealt with in accordance with the centre's internal procedures.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where the offence does not relate to the content of candidates' work (e.g. possession of unauthorised materials, breach of assessment conditions) or where a candidate has signed the declaration of authentication, must be reported using a JCQ M1 to the relevant awarding organisation. If, at the time of the malpractice, there is no entry for that candidate (who the centre intended to enter), the centre is required to submit an entry by the required entry deadline. (SMPP 4.5)

If, in the view of the information gatherer, there is sufficient evidence that an individual may have committed malpractice, that individual (the candidate or the member of staff) will be informed of all the required information and informed of their rights and responsibilities as the accused individual, prior to the

submission of the report to the awarding organisation (SMPP 5.35-36, 40).

Where it is identified that there is a need to exercise discretion in the light of the circumstances of the case in terms of how the evidence is presented to the accused individual (for example, if there are concerns about revealing the identity of a third party mentioned in the documentation), this will be discussed with the awarding organisation.

If the accused individual is provided with a reduced or redacted set of case documentation by the information gatherer, then the awarding organisation will be provided with the same information as provided to the individual. Where there are multiple individuals involved in the same incident, copies of the redacted documents for each individual will be provided to the awarding organisation. (SMPP 5.36)

Once the information gathering has concluded, the head of centre (or other appointed information gatherer) will submit a written report to the relevant awarding organisation summarising the information obtained and actions taken, accompanied by the information obtained during their enquiries (SMPP 5.37)

Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used (SMPP 5.39)

The awarding organisation 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. (SMPP 5.42)

Additional information: Not applicable

Communicating malpractice decisions
Once a decision has been made by the awarding organisation, 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)

Additional information: Not applicable

Appeals against decisions made in cases of malpractice
West Hatch 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 document A guide to the awarding organisations' appeals processes

Additional information: Not applicable