

BRANNEL SCHOOL

EXCELLENCE | CREATIVITY | COMMUNITY



Exams Malpractice Policy

2025-26

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 ‘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)

Assessment records and documentation

Where any improper assistance or other malpractice is suspected or confirmed in relation to an assessment (including NEA/coursework), the centre will update the candidate’s assessment record to include:

- Date/time and location of the incident.
- Nature of the improper assistance (e.g., coaching beyond permitted limits, unpermitted collaboration, third-party or AI-generated content).
- Individuals involved/witnesses.
- Immediate actions taken (e.g., work quarantined, candidate re-briefed, access restricted).
- Reporting references (e.g., JCQ form number, awarding body case ID).
- Outcome/sanctions and appeal status.
- Linkage to the declaration of authentication, assessor notes and the centre’s malpractice log.

Records will be retained in line with awarding body and JCQ retention requirements and the centre’s data-protection policy.

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)

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

The purpose of this policy is to ensure that CELT Schools has, for inspection purposes, a written malpractice policy that is reviewed and updated annually. This policy must cover all qualifications delivered across our centres and outline:

- How candidates are informed and supported to avoid committing malpractice in examinations and assessments.
- The procedures for escalating and reporting any suspected malpractice within the centre and to the appropriate awarding body.
- Our approach to the use of Artificial Intelligence (AI), including:

- What AI is and when its use is permitted
- How any use of AI must be appropriately acknowledged
- The risks associated with AI use
- What constitutes AI misuse
- How AI misuse will be treated as malpractice

This policy is written in accordance with regulatory requirement GR 5.3.

General principles

In accordance with the regulations CELT Schools 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

CELT Schools have 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 2025-2026
 - Instructions for conducting examinations (ICE) 2025-2026
 - Instructions for conducting coursework 2025-2026
 - Instructions for conducting non-examination assessments 2025-2026
 - Access Arrangements and Reasonable Adjustments 2025-2026
 - A guide to the special consideration process 2025-2026

- Suspected Malpractice: Policies and Procedures 2025-2026 (this document)
- Plagiarism in Assessments
- AI Use in Assessments: Protecting the Integrity of Qualifications
- Post Results Services June 2025 and November 2025
- A guide to the awarding bodies' appeals processes 2025-2026
- Guidance for centres on cyber security (SMPP 3.2)
- AI Information sheet for teachers
- Senior leader presentation for teachers
- Teacher presentation for students
- Posters for students

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

AI use in the context of this policy refers to the use of AI tools to obtain information and content which might be used in work produced for NEA/Coursework assessments, which contributes to the award of qualifications.

Candidates and parents/carers are informed of malpractice and what constitutes as malpractice via the following information which is sent via email

- Information for candidates - coursework assessments
- Information for candidates - NEA assessments
- Information for candidates - written examinations
- Information for candidates - AI (Artificial Intelligence and assessments)
- Social media infographic

Candidates are informed of AI malpractice and what constitutes as AI malpractice via teachers before each NEA/coursework session where the assessments allow access to the internet in the preparatory, research or production stages. Guidance will:

- Reinforce the importance of candidates submitting their own independent work
- Provide understanding of AI misuse and the reliability of AI tools.
- Discuss if AI is used how to reference the use of AI tools in line with the JCQ AI Use in Assessments: Protection the Integrity of Qualifications guidance

Candidates are informed of AI malpractice and what constitutes AI malpractice via teachers before each NEA/coursework session where assessments are not allowed access to the internet in the preparatory, research or production stages. CELT Schools will:

- Provide candidates with a locked down Teams assignment area with no AI or internet access

To limit or block access to AI content for all direct supervision/exam condition NEA/coursework sessions CELT Schools will:

- Block all internal and external AI tools via Classroom Cloud where required
- Monitor the use of Copilot via Classroom Cloud
- Limited accessibility to AI content via whole school Smooth wall settings

To support all candidates to avoid committing AI malpractice examination, specific assemblies are delivered to discuss the JCQ rules, regulations and malpractice, including AI malpractice before all exam series are delivered.

Risks associated with using AI

The CELT Centres recognise the following AI-related risks and provides guidance to mitigate them:

- Authorship & originality: AI outputs may constitute third-party content; using them without proper acknowledgement can breach authentication rules (malpractice).
- Reliability (hallucination) & accuracy: AI may generate incorrect or fabricated information, citations or data; candidates must verify sources independently.
- Bias & harmful content: AI can reflect biases from training data; candidates must critically evaluate content.
- Data privacy & confidentiality: Inputting personal or assessment materials into AI tools may expose data; such input is not permitted unless expressly authorised.
- Over-reliance & undisclosed assistance: AI can provide assistance beyond permitted levels (planning, structure, wording); permitted use must be declared and appropriately referenced.

AI use in assessments

CELTSchools adhere to the JCQ guidance for Teachers & Assessors - AI use in assessments: Protecting the integrity of Qualifications, when delivering all NEA/coursework internal assessments alongside other JCQ guidance.

Candidates are briefed before each NEA/Coursework assessment if AI can be used and guidelines around how it can be used in the assessment, including correct referencing to avoid AI misuse and therefore committing malpractice.

AI misuse in the context of this policy refers to where a student has used one or more AI tools but has not appropriately acknowledged this use and has submitted work for assessment when it is not their own.

JCQ AI posters are in every assessment room to reinforce this during assessments.

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.

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)

- Candidate malpractice is reported to the exams officer
- Staff malpractice is reported to the SLT member responsible for examinations and assessments and the head of centre
- Centre malpractice is reported to the trust

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)
- 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 body. 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 body. 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 investigator, 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 the accused individual informed of their rights and responsibilities (SMPP 5.33-3.4)
- Once the information gathering has concluded, the head of centre (or other appointed information-gatherer) will submit a written report to the relevant awarding body summarising the information obtained and actions taken, accompanied by the information obtained during 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:

- The centre will refer to its behaviour policy regarding any internal sanctions to be actioned.

Handling of candidate AI misuse: pre- and post-authentication

- Offences relating to the content of work (e.g., inappropriate/offensive content, copying/collusion, plagiarism including AI misuse, and/or false declaration of authentication) discovered prior to the candidate signing the declaration of authentication will be handled under centre procedures and recorded in the assessment record (see 'Assessment records and documentation').
- Malpractice discovered after a candidate has signed the declaration of authentication, or offences not relating to content (e.g., possession

of unauthorised materials, breach of assessment conditions), must be reported using JCQ/M1 to the relevant awarding body.

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)

Additional information:

- At any CELTSchool the head of centre will work in partnership with the exam officer to communicate malpractice decisions.

Appeals against decisions made in cases of malpractice

CELT Schools 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

Additional information:

- Refer to further information and follow the process provided in the Poltair School Exam Assessment - Internal Appeals Policy

Additional information:

All staff have a responsibility for reporting any potential malpractice that they may identify, therefore additional JCQ supporting documentation is used in enabling teachers to be aware of AI use in assessments and when this is classes as malpractice documentation includes: