





THE COOPERS' COMPANY  
AND COBORN SCHOOL

*Love as Brethren*

## Malpractice (exams)

**2023/24**

 	Name of School	The Coopers' Company and Coborn School
	Policy review Date	January 2024
	Date of next Review	January 2025
	Who reviewed this policy?	Mrs. A. Titley
	Approved by SLT	APPROVED



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## Key staff involved in the procedure

Role	Name(s)
Head of centre	<b>Ms. S. Hay</b>
SLT members	<b>Mr. R. Bell</b> <b>Mr. M. Duncan</b> <b>Mr. J. Edwards</b> <b>Mrs. J. Harris</b> <b>Mrs. R. Carron</b> <b>Mr. J. Dudley-Hart</b> <b>Mr. L. Bonnett</b>
SENCo	<b>Mrs. R. Carron</b>
Assistant SENCo	<b>Mrs. V. Bradley / Mrs. B. Teece</b>
Exams office	<b>Mrs. A. Titley – Examinations and Data Manager</b> <b>Mrs. L. Butler – Deputy Exams Officer</b>

This policy is reviewed and updated annually to ensure that any malpractice at The Coopers Company and Coborn 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 publications [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 of which is 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;
- 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;
  - compromises, 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. ([SMPP 1](#))

### 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. ([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. ([SMPP 2](#))

### General principles

In accordance with the regulations The Coopers Company and Coborn School will:

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations 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 JCQ publication [Suspected Malpractice - Policies and Procedures](#) and provide such information and advice as the awarding body may reasonably require. ([GR 5.11](#))

### Preventing malpractice

The Coopers Company and Coborn School has in place:

- Robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ publication [Suspected Malpractice: Policies and Procedures](#). ([SMPP 4.3](#))
- This includes ensuring that all 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 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](#)

## Informing and advising candidates

The Coopers' Company and Coborn will notify candidates as follows:

- JCQ - '[Information to candidates](#)' are emailed to candidates at the beginning of the academic year and also referred to the school website;
- Information regarding the exams process is covered in the '[Examinations Student Handbook](#)' (which covers malpractice, the use of artificial intelligence and the consequences if the regulations are not adhered to). This is emailed to students, placed on the year groups' 'Google classroom' page and placed on the school website;
- Assemblies are delivered by the exams team at the beginning of the academic year which covers the exams process, misuse of AI, malpractice and the consequences

## AI use in assessments

The Joint Council for Qualifications (JCQ) has published guidance to provide teachers and assessors involved in delivering JCQ qualifications with the information they need to manage the use of AI in assessments.

The guidance is intended to protect the integrity of qualifications and prevent malpractice.

Any use of AI that means students have not 'independently demonstrated their own attainment' is likely to be considered malpractice.

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

Sanctions for "making a false declaration of authenticity" and "plagiarism" include disqualification and being barred from taking qualifications. 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.

## 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](#))

Every case of suspected malpractice must be reported to the head of centre, the Examinations and Data Manager and deputy headteacher in charge of exams immediately.

The Examinations and Data Manager or Head of Centre will then investigate the issue and report it to the relevant awarding body (if necessary).

In all instances of malpractice will be made to the JCQ publication Suspected Malpractice in Examinations and Assessment, Policies and Procedures. This document sets out examples of malpractice by staff and candidates. The document details the procedures for investigating and following up instances of alleged or actual malpractice and the sanctions to be applied.

### **Escalating suspected malpractice issues**

- 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](#). (SMPP 4.1.3)
- The head of centre will ensure that where a candidate who is a child/vulnerable adult 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 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. (SMPP 4.5)
- 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. (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. (SMPP 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)

### **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 case of malpractice**

The Coopers Company and Coborn 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 publication **A guide to the awarding bodies' appeals processes**.