

Date ratified at Full
Governors' Meeting

13 February 2025



Review

Teaching, Learning
& Standards
Committee

Malpractice Policy - Exams

2024-2025

NOTRE DAME HIGH SCHOOL

Part of St John the Baptist Catholic Multi Academy Trust

Company No: 7913261

Registered Office: Surrey Street, Norwich NR1 3PB

THE SCHOOL MISSION STATEMENT

I have come so that they may have life and have it to the full
(John 10:10)

We are a joyous and inclusive Catholic school, inspired by the love of God and the teachings of Jesus, specifically faith, hope, forgiveness and peace.

Our community is committed to a rounded education that develops knowledgeable, morally informed and compassionate young leaders.



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

Key staff involved in the policy

Role	Name
Head of centre	Mr Tom Pinnington
Senior leader(s)	Mr Julian McKay- Deputy Head (exams) Dr Shirley Stevenson – Deputy Head
Exams Manager	Anna Brett
Other staff (if applicable)	SENDCo – Faye Bunn

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1. Purpose of the policy

The purpose of this policy is to confirm:

- To confirm Notre Dame High School (NDHS) 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)

It is the responsibility of everyone involved in the exam processes to read, understand, and implement the policy.

The Malpractice policy is reviewed and updated annually to ensure that any malpractice at NDHS 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**.

This policy covers all forms of assessment, including exams and non-examination assessment (NEA) taught as part of the qualifications offered at the school. It must be read in conjunction with the JCQ *Suspected Malpractice Policies and procedures 2024-2025*

2. 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 use 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 (**SMPP1**)

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 (**SMPP2**)

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 **(SMPP2)**

Suspected malpractice

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice. **(SMPP 2)**

3. General principles

In accordance with the regulations NDHS 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 JCQ publication **Suspected Malpractice - Policies and Procedures** and provide such information and advice as the awarding body may reasonably require (GR 5.11)

4. Preventing malpractice

NDHS 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 2024-2025
 - 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
 - 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)

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

Students receive information through the follow channels:

- Exams Assemblies
- JCQ notices are emailed to students and parents/carers alerted, by the Exams Manager in the autumn term of Y10, Y11, Y12 & Y13
- Student Examination Guidance Handbook produced by the Exams Office. This is handed out and signed for by the students and contains all the JCQ information documents for candidates
- JCQ AI posters are put up in all Y11 & Y13 form rooms and form tutors signpost their tutees to them
- Y12 students receive a 2 hour 'Super Tutor' session dedicated to Malpractice and the misuse of AI. They will sign a register to confirm attendance

Staff receive information through the following channels:

- The Exams Manager emails the HoDs in the autumn term the updated JCQ documents for that academic year for them to disseminate to their department and discuss at their regular department meetings. Any amendments are sent as they happen throughout the year.
- The Exams Manager emails the NDHS *Reporting Form for Suspected Malpractice – Blue form* at the same time as these documents

AI Use in Assessments

With reference to the JCQ guidance for Teachers & Assessors - 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 & Technical Qualifications (VTQs). 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.

5. 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)

The NDHS *Reporting Form for Suspected Malpractice – Blue form* must be used at the same time. This can also be found on the school website.

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 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)

6.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)

7.Appeals against decisions made in cases of malpractice

NDHS 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**

8. Appendix 1

NDHS-Reporting Form for Suspected Malpractice – Blue form 2024-2025

Purpose

In the event of a **malpractice concern about a student or a member of staff** at Notre Dame High School, staff are required to complete this form. Complete **pages 1 and 2 in full and complete checklist on page 3** - and pass a copy to the Head of Department and the original to the Deputy Headteacher – Julian McKay; or the Headteacher if appropriate. With concerns about a member of staff please complete and pass to the Headteacher immediately, or their Deputy, if not present. (Subsequent response may use JCQ Form M2a or b.)

Full name of student	Candidate Number	Incl. date of birth from Bromcom	Form	Your name and position in school	GCSE or A Level	Exam Subject, Exams Board & Unit	Date

Nature of concern - your report

Has the Student signed the Declaration Form? Yes, or No? When?

Has the Teacher signed the Declaration Form? Yes, or No? When?

Please bullet point cause for concern in chronological order - (continue on a separate sheet if necessary) – identifying all key points.

Is there any tangible evidence?

Were there any witnesses?

To whom are you passing this information? Name:

Date:

Position:

Time:

Your signature:

Date:

A. First steps with student concern

1. Head of Centre and Exams Manager informed by Deputy Headteacher (DHT) by email – Y/N & date. _____
2. HoD and DHT meet to discuss this report – Y/N & date. _____
3. Discussion with teacher of this report – Y/N & date. _____

B. Next steps – the investigation

- If the student declaration forms have not been signed, then it is an internal NDHS matter. **Step C.**
- If the student declaration forms have been signed, then the Awarding body has to be informed prior to the investigation. **Step D.**

C. Internal investigation using NDHS proformas – an outline of steps

Consideration of evidence

Interview with student/s – with amanuensis to record

Parents informed

Outcome determined e.g. no action applicable; sanction of 1-day Remove; re-doing of Assignment.

Other

D. Investigation after Exam Board informed using Exam Board proformas – an outline of steps

Consideration of evidence

Interview with student/s

Parents informed

Interim outcome determined

Liaison with awarding body- Head teacher, using Form JCQ/M1

Exam Board decision

Other

Contacted?

Head of Centre Exam Manager Exam Board Parents Other

☐☐☐☐☐

Full name:

DHT Signature:

Date:

Checklist

A. Procedures for Teacher following identification concern

		Tick when done
1	Ensure the report form has been fully completed.	
2	The form MUST be signed and copy passed to HoD and original to DHT – Exams	
3	Gather evidence of concern e.g. any material but do not investigate.	
4	Gather Exam Board specification.	
5	Liaise with HoD/DHT-Exams to determine next steps.	

B. Procedures for Head of Department following receipt of a concern

		Tick when done
1	Ensure the report form has been fully completed by the member of staff raising the concern. The form MUST be signed.	
2	Contact DHT Julian McKay jmckay@ndhs.org.uk to alert them to the acceptance of concern by student name & arrange a meeting.	
3	Provide Exam Board specification and Exam Board Malpractice Advice for meeting with DHT along with any relevant material causing concern.	
4	Meet DHT- Exams to determine next steps.	

C. Procedures for AH - Exams following receipt of a concern

		Tick when done
1	Ensure the report form has been fully completed by the member of staff raising the concern. The form MUST be signed.	
2	Inform Head of Centre and Exams Manager of receipt of concern.	
3	Refer to JCQ Malpractice Advice.	
4	Liaise with HoD/Teacher to determine next steps.	