Rainey Endowed School

MALPRACTICE POLICY

Implementation Date – September 2023
Updated February 2024

Review Date – September 2024

Signed _____ **BOG**

PURPOSE OF THIS POLICY

The purpose of this Malpractice policy is to ensure that the planning and management of all qualifications delivered by this centre is conducted efficiently and in the best interest of candidates.
It is the responsibility of everyone involved in the Centre's examination processes to read, understand, and implement this policy.

This Malpractice Policy will be reviewed every year by the Senior Leadership Team, Examinations Officer, and Board of Governors.

This policy has been directly adapted from detailed guidance on dealing with suspected malpractice, **Suspected Malpractice in Examinations and Assessments: Policies and Procedures** available at **www.jcq.org.uk.** There is some overlap with this policy and RES Conducting controlled assessment policy.

WHAT IS 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.

HOW CANDIDATES ARE INFORMED AND ADVISED TO AVOID COMITTING MALPRACTICE IN EXAMINATIONS/ASSESSMENTS.

Ensure that all JCQ notices, e.g., Information for candidates - coursework, non-examination assessments, on-screen tests, written examinations, social media, privacy notice are distributed to candidates prior to assessments/examinations taking place. This is sent to all candidates in September of the examination year on Google classroom. Year Heads are informed that Registration teachers should read through the regulations with their registration classes.

• Ensure candidates are informed verbally and in writing about the required conditions under which the assessments are conducted, including warnings about the introduction of prohibited materials and devices into the assessments, and access to restricted resources. Candidates are informed in writing via JCQ notices as detailed above. Additionally, candidates are informed verbally of the regulations prior to the examination season by the Exams officer.

• Ensure that candidates are aware of actions that constitute malpractice and the sanctions that can be imposed on those who commit malpractice.

• Ensure that candidates are aware of the sanctions of passing on or receiving (even if the information was not requested) confidential assessment materials. If a candidate receives

confidential information, they must report it to a member of centre staff immediately.

• Ensure that candidates involved in examination clash arrangements are aware of appropriate behaviour during supervision, i.e., ensuring that candidates cannot pass on or receive information about the content of assessments, thereby committing candidate malpractice. If candidate has a clash, appropriate information on behaviour is forwarded to them with their timetable.

• Ensure that candidates completing coursework or non-examination assessments are aware of the need for the work to be their own. See section on **Malpractice in Controlled Assessment Policy.**

AI USE IN ASSESSMENTS: PROTECTING THE INTEGRITY OF QUALIFICATIONS

Below guidance is taken directly from JCQ guidance document with same title as above. Guidance was amended in February 2024.

https://www.jcq.org.uk/wp-content/uploads/2024/02/AI-Use-in-Assessments_Feb24_v3.pdf

While the potential for student artificial intelligence (AI) misuse is new, most of the ways to prevent its misuse and mitigate the associated risks are not; centres will already have established measures in place to ensure that students are aware of the importance of submitting their own independent work for assessment and for identifying potential malpractice.

This guidance reminds teachers and assessors of best practice in this area, applying it in the context of AI use.

The guidance emphasises the following requirements:

• As has always been the case, and in accordance with section 5.3(j) of the JCQ General Regulations for Approved Centres (https://www.jcq.org.uk/examsoffice/general-regulations/), all work submitted for qualification assessments must be the students' own;

• Students who misuse AI such that the work they submit for assessment is not their own will have committed malpractice, in accordance with JCQ regulations, and may attract severe sanctions;

• Students and centre staff must be aware of the risks of using AI and must be clear on what constitutes malpractice;

• Students must make sure that work submitted for assessment is demonstrably their own. If any sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student and they must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded:

• Teachers and assessors must only accept work for assessment which they consider to be the students' own (in accordance with section 5.3(j) of the JCQ General Regulations for Approved Centres);

• Where teachers have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it have been generated by AI but this has not been acknowledged), they must investigate and take appropriate action.

The JCQ awarding organisations' staff, examiners and moderators have established

procedures for identifying, reporting and investigating student malpractice, including the misuse of AI. The JCQ awarding organisations are continuing to monitor developments in this area and will update guidance when appropriate.

To provide further support to teachers and students, JCQ have also developed the following materials:

- Poster for Students – for schools and colleges to use with students to better understand the rules for use of AI in assessments.
- Information Sheet for Teachers – a summary to help teachers understand and prevent AI misuse
- Senior Leader Presentation for Teachers – a PowerPoint presentation for senior leaders to use with their teaching colleagues to help them understand and prevent AI misuse
- Teacher Presentation for Students – a PowerPoint presentation for schools and colleges to use with students to better understand the rules for use of AI.

The poster for students will be shared with all pupils via Google classroom and explained by registration tutors. The Information sheet will be shared with teaching and non-teaching staff. The Presentation to teachers is suitable for Staff Development and the Presentation to students is suitable to share with pupils in September.

HOW SUSPECTED MALPRACTICE ISSUES SHOULD BE ESCALATED WITHIN THE CENTRE AND REPORTED TO THE RELEVANT AWARDING BODY.

The Head of Centre must:

• notify the appropriate awarding body immediately of all alleged, suspected, or actual incidents of malpractice. The only exception to this is candidate malpractice discovered in coursework or non-examination assessments before the authentication forms have been signed by the candidate. If staff malpractice is discovered in coursework or non-examination assessments, the Head of Centre must inform the awarding body immediately, regardless of whether the authentication forms have been signed by the candidate(s).

• report malpractice using the appropriate forms.

• be accountable for ensuring that the centre and centre staff always comply with the awarding body's instructions regarding an investigation.

• 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.

• ensure that if it is necessary to delegate the gathering of information to a senior member of centre staff, the awarding body's agreement is obtained, and the senior member of centre staff chosen is independent and not connected to the department or candidate involved in the suspected malpractice. The Head of Centre should ensure there is no conflict of interest which might compromise the investigation.

• respond speedily and openly to all requests for an investigation into an allegation of malpractice. This will be in the best interests of centre staff, candidates and any others involved.

• make information requested by an awarding body available speedily and openly.

• co-operate with an enquiry into an allegation of malpractice and ensure that their staff do so also, whether the centre is directly involved in the case or not.

• ensure staff members and candidates are informed of their individual responsibilities and rights as set out in this document.

• forward any awarding body correspondence and evidence to centre staff and/or provide staff contact information to enable the awarding body to do so.

• at all times comply with data protection law.

• pass on to the individuals concerned any warnings or notifications of sanctions and ensure compliance with any requests made by the awarding body because of a malpractice case.

- Key contact within CCEA is Edith Finlay efinlay@ccea.org.uk

MALPRACTICE

For detailed guidance on dealing with suspected malpractice, see the JCQ document **Suspected Malpractice in Examinations and Assessments: Policies and Procedures** available at **www.jcq.org.uk**

Candidates must not:

- submit work which is not their own.
- make their work available to other candidates in any way.
- allow other candidates to have access to their own independently sourced material.
- assist other candidates to produce work.
- use books, the internet or other sources without acknowledgement or attribution.
- submit work that has been word processed by a third party without acknowledgement; or
- include inappropriate, offensive, or obscene material.

Candidates are not prohibited from lending books or other resources to one another, but they must not plagiarise others' research.

Candidates **must not** post their work on social media.

Heads of Centre and senior leaders **must** ensure that those members of teaching staff involved in the direct supervision of candidates producing controlled assessment are aware of the potential for malpractice.

Teaching staff must be reminded that failure to report allegations of malpractice or suspected malpractice constitutes malpractice in itself.

Teaching staff **must**:

- be vigilant in relation to candidate malpractice and be fully aware of the published regulations.
- escalate and report any alleged, suspected, or actual incidents of malpractice to the senior leadership team or directly to CCEA; and
- not publish candidates' work until after the closing date for the submission of marks.

WHAT SHOULD A CENTRE DO IF IT SUSPECTS MALPRACTICE?

Irregularities identified by the Centre **before** the candidate signs the authentication statement (where required)	• The Centre should deal with the irregularity under its own internal procedures. • There is no requirement to report the irregularity to CCEA. (The only exception to this is where CCEA's confidential assessment material has been breached. The breach **must** be reported to CCEA.) • Details of any work which is not the candidate's own must be recorded on the record form.
Irregularities identified by the Centre **after** the candidate has signed the authentication statement (where required)	• The Head of Centre must notify CCEA at the earliest opportunity using **Form JCQ/M1.** • CCEA will ask the Head of Centre to collect the relevant information, which will be reviewed by CCEA. • If malpractice is found, CCEA will apply a penalty.
Irregularities identified by an examiner or moderator **after** the candidate has signed the authentication statement (where required)	• CCEA will ask the Head of Centre to collect the relevant information, which will be reviewed by CCEA. • If malpractice is found, CCEA will apply a penalty.

WHAT PENALTY IS APPLIED WHEN MALPRACTICE HAS OCCURRED?

If a breach of the regulations on the part of the candidate is discovered **after** a candidate has signed the authentication statement, CCEA will apply **one** of the following penalties:

- the piece of work will be awarded zero marks.
- the candidate will be disqualified from that unit/component for that examination series.
- the candidate will be disqualified from the whole subject for that examination series; or the candidate will be disqualified from all subjects and barred from re-entering for a period of time.

The Centre undertakes to make all staff aware of the school's policy on Malpractice.