

MALPRACTICE POLICY (Exams)

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FURTHER INFORMATION / GUIDANCE	

Contents

1. Malpractice Policy (Exams)	3
2. Key Staff Involved In This Policy	3
3. Introduction.....	4
4. Purpose of the policy	5
5. General principles	5
6. Preventing malpractice	5
7. Informing and advising candidates.....	6
8. Identification and reporting of malpractice	7
9. Communicating malpractice decisions.....	9
10. Appeals against decisions made in cases of malpractice.....	9

1. Malpractice Policy (Exams)

Centre Name	The Bolsover School
Centre Number	23102
Date policy first created	Sept 2025
Current policy approved by	
Current policy reviewed by	Mrs A Wagstaffe
Date of next review	Sept 2026

2. Key Staff Involved In This Policy

Role	Name
Head of Centre	Mr M Hall (EHT)
Senior Leaders	Miss R Bennett (DHT) & Miss S Spence (HOS)
Exams Officer	Mrs T Williams
Other Staff (if applicable)	Mr J Pridmore (DHT)

This policy is reviewed and updated annually to ensure that any malpractice at The Bolsover 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**.

3. 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)

4. Purpose of the policy

The purpose of this policy is to confirm how The Bolsover School manages malpractice under normal delivery arrangements in accordance with the regulations

The Bolsover School has in place a written malpractice policy which covers all qualifications delivered by the centre and details 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 (GR 5.3)

5. General principles

In accordance with the regulations The Bolsover 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)

6. Preventing malpractice

The Bolsover 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 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; Plagiarism in Assessments; AI Use in Assessments: Protecting the Integrity of Qualifications; A guide to the awarding bodies' appeals processes 2025-2026* (SMPP 3.3.1)
- 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 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
- Plagiarism in Assessments
- AI Use in Assessments: Protecting the Integrity of Qualifications
- A guide to the awarding bodies' appeals processes 2025-2026 (SMPP 3.3.1)

Additional information:

Not applicable.

7. Informing and advising candidates

Both the Deputy Headteacher responsible for Exams (Miss R Bennett) and the Senior Deputy Headteacher (Mr J Pridmore) will deliver exams assemblies to candidates explaining what constitutes malpractice, the consequence of committing malpractice and how to avoid it. Relevant JCQ documents will be utilised to support these assemblies. The initial assembly will happen in the Autumn Term in preparation for mock exams and this will be repeated several times after Christmas in preparation for JCQ examinations.

Additionally, students are issued with an exams' handbook in advance of the first set of mock examinations in January which references malpractice, its consequences and how to avoid. This includes relevant JCQ supporting documents. The handbook and JCQ guidance are also uploaded to the website and students and parents are signposted to this information via social media and school comms.

All relevant teaching staff have been made aware of the risks of misusing AI as documented in the JCQ document 'Teachers & Assessors - AI Use in Assessments: Protecting the Integrity of Qualifications'. In preparing students for NEA and other forms of assessment staff are mindful to convey the requirement to ensure that the final product for assessment is in candidates' own words, and isn't copied or paraphrased from another source, including through the misuse of AI.

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 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 (NEA's), coursework and internal assessments for General Qualifications (GQ's) and Vocational & Technical Qualifications (VTQ's). JCQ's guidance which is designed to help students and teachers to complete NEA's, coursework and other internal assessments successfully is followed in relation to these assessments.

The school will use available resources produced by JCQ to help teachers understand and prevent AI misuse and to help students to better understand the rules for the use of AI in assessments.

8. 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)

Concerns should normally be raised initially with either the Exams Officer (Tracey Williams – t.walker@thebolsoverschool.org.uk) or the Deputy Head Lead for Examinations (Miss R Bennett – r.bennett@thebolsoverschool.org.uk). They can be contacted in person in school, by e-mail or by telephone 01246 822105.

Once a concern has been raised the Head of Centre will be informed and the concern will be handled in accordance with the approach outlined in 'JCQ Suspected Malpractice Policies and Procedures 2025-2026'.

If concerns involve the Exam Team they should be raised directly with the Head of Centre through his office.

In the circumstance where the concern involves the Head of Centre, advice will be sought from JCQ and the Board of Governors.

Upon receipt of a malpractice incident or allegation, the examinations officer or designated senior leader will:

- Take written details of the incident from the person reporting it making sure that any evidence is secured and retained (where possible);
- Speak to the candidate/staff involved and inform them of the allegation(s). Ask them to complete a written statement, including any mitigating circumstances;
- Ensure that the person(s) involved are kept apart from others;
- Record names of any witnesses and obtain individual statements from them;
- Inform those involved that the incident will be reported to the relevant awarding body who will decide what sanctions to impose should they be found to have committed malpractice.;
- Inform them that the incident may be shared with other awarding bodies;

- Inform the Head of Centre
- Ensure completion of the relevant JCQ Suspected Malpractice forms once all the evidence has been compiled;
- Obtain any signatures and send to the awarding body;
- Follow up with a written confirmation of what has happened and let them know that the outcome will be sent via email/letter.

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 (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:

Not applicable.

9. 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:
Not applicable.

10. Appeals against decisions made in cases of malpractice

The Bolsover 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**
- Provide the individual with information on the process for submitting an appeal, where relevant
- Provide the individual with information on the process and timeframe for submitting an appeal, where relevant

Additional information:
Not applicable.

Informing and advising candidates

The candidates are informed in assemblies of what Malpractice is and how it can affect them in line with the current JCQ policy guidance (Suspected Malpractice Policies and Procedures).

For any assessments that could be affected by the use of AI, the teaching staff will inform the candidates of the regulations of if/when AI technology can be used, and also the consequences of its misuse. Staff have been directed towards the AI Use in Assessments; Protecting the Integrity of Qualifications guidance.

Candidates are informed of the 'Warning to Candidates' and 'Unauthorised Items' posters which are also outside all exams rooms. The suggested wording for invigilators' announcements at the beginning of written examinations also details what can and cannot be done in the exam environment and is read out at the beginning of every exam.

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)

• Reporting suspected malpractice to the awarding body

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)

SMPP reference: 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 5.32) (To) 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 case to the relevant awarding body, accompanied by the information obtained during the course of their enquiries (SMPP 5.34) (To) 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)

SMPP reference: Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used (SMPP 5.36) (To) Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used (SMPP 5.37)

SMPP reference: 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 5.39) (To) 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)

Centre-specific changes

Not applicable.