



EXAMINATIONS MALPRACTICE POLICY

Policy written & owned by	Murdock Kellyman, Assistant Headteacher
Policy Adopted/Reviewed	November 2024
Approved by	Marie George, Senior Strategic Lead
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This policy is reviewed and updated annually to ensure that any malpractice at The Bridge Academy 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.

Responsibility:
Head of Centre: Elliot Payne

1. Introduction and Aims

The Bridge Academy is committed to ensuring that exams are managed and administered effectively and that pupils conduct themselves with integrity and within the regulations laid down by JCQ. We ensure that the examinations are conducted according to these Instructions to ensure all candidates have an equal opportunity to demonstrate their abilities.

Key staff involved in the policy

Head of Centre – Elliot Payne

Deputy Head of Centre – Zoe Franks

SLT lead for exams – Joanne Robb

Exam Officer – Joanne Robb

2. Purpose of the Policy

To confirm The Bridge Academy:

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)

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)

Artificial Intelligence Malpractice

AI misuse is 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.

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work submitted for assessment 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.

Suspected malpractice

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

4. General Principles

In accordance with the regulations The Bridge Academy 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)

5. Preventing malpractice

The Bridge Academy 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 (SMPP 3.3.1)

Ensuring Pupils understand JCQ Regulations

At The Bridge Academy we ensure pupils are informed of their responsibilities to comply with JCQ regulations by:

- Exam focused assemblies before each exam series
- Presentations in form time
- JCQs information for Candidates on exam timetables
- Leaflets which outline internal and JCQ regulations for both written exams and internal assessment
- Exam posters outside all venues per JCQ regulations

We have a zero tolerance for malpractice in internal and external exams. We run our internal exams to the same standard as external exams to ensure pupils can practise routines and how to conduct themselves.

Additional information:

If pupils are found to be guilty of malpractice, we reserve the right to reclaim exam fees and related charges as well and impose internal sanctions.

6. 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 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)

7. Malpractice decisions and appeals

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 cases of malpractice.

The Bridge Academy 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. Monitoring and Review

The head of centre is responsible for ensuring that this policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams.

References in this policy to AA and ICE relate to/are directly taken from the [Access Arrangements and Reasonable Adjustments 24 25](#) and [Instructions for Conducting Examinations 24 25](#) publications