MALPRACTICE POLICY

Date: December 2025

Approved

Date of next review December 2026

Purpose of the policy

This policy is reviewed and updated annually to ensure that any malpractice at Ormiston Venture Academy is managed in accordance with current requirements and regulations.

To confirm Ormiston Venture Academy: 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) (GR 5.3)

Introduction

 What is malpractice and maladministration?

'Malpractice' and 'maladministration' are related concepts, the common theme being 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, and/or
- a breach of awarding body requirements regarding how a qualification should be delivered, and/or
- a failure to follow established procedures in relation to a qualification
- which:
- gives rise to prejudice to candidates, and/or
- compromises public confidence in qualifications, and/or
- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate, and/or
- 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)

All staff involved have been made aware of this policy.

General principles

In accordance with the regulations Ormiston Venture academy will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after the determination of grades process
- 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, including:
  - o the JCQ M1 form in a case of suspected candidate malpractice
  - o the JCQ M2 form in a case of suspected malpractice/maladministration involving a member of centre staff

- as required by an awarding body, investigate any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication JCQ Suspected Malpractice: Policies and Procedures 2024-2025 and provide such information and advice as the awarding body may reasonably require

Reporting malpractice

Candidates

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.

A report will be submitted by completing the appropriate documentation as guided by the individual awarding body concerned, including the form JCQ M1 Report of suspected candidate malpractice.

- This form must be used by the head of the centre to notify the appropriate awarding body of an instance of suspected candidate malpractice in the conduct of examinations or assessments
- It can also be used to provide a report on investigations into instances of suspected malpractice
- To prevent the issue of erroneous results and certificates, it is essential that the awarding body concerned is notified immediately of instances of suspected candidate malpractice

Centre staff

Ormiston Venture Academy will report any instances of potential malpractice (which includes maladministration) where any centre staff fail to follow the published requirements for determining grades.

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)

General Principles

In accordance with the regulations Ormiston Venture 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)

Preventing Malpractice

Ormiston Venture 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 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 2024-2025; 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)

Informing and advising candidates

Candidates will be informed by head of centre or the exams officer and will be given the chance to explain and write a detailed report on their actions.

AI Use in Assessments

Definition of Artificial Intelligence (AI)

- Artificial Intelligence (AI) refers to computer-based tools or systems that can generate, modify, analyse or summarise content such as text, images, audio, video or code in response to user prompts.
- Examples of AI tools include, but are not limited to, text generators (such as ChatGPT), image generators, automated writing assistants and paraphrasing tools.
- AI tools can produce content that appears original; however, unless explicitly permitted and appropriately acknowledged, such content is **not considered the candidate's own work**.

Appropriate Use of AI

- AI may only be used where it is **explicitly permitted** by the awarding body and the centre.

- Where permitted, AI tools may be used to support:
- research or background reading
- idea generation or planning
- checking spelling, punctuation or grammar (where allowed)
- summarising information, provided the candidate rewrites the work in their own words and fully understands the content
- Any permitted use of AI must be **clearly acknowledged and referenced** by the candidate in line with awarding body requirements.
- Candidates must ensure that the final work submitted for assessment reflects their **own knowledge, understanding, analysis and evaluation**.

AI Misuse (Malpractice)

- Using AI tools, for example text generators, to generate or modify content in order to evade plagiarism detection is deemed malpractice.
- Examples of AI misuse include:
- copying or paraphrasing sections of AI-generated content so that the work is no longer the candidate's own
- copying or paraphrasing whole AI-generated responses
- using AI to complete part or all of an assessment where this is not permitted
- using AI in examinations or controlled assessments where internet access or AI tools are prohibited
- failing to acknowledge or reference AI tools when they have been used
- submitting work with intentionally incomplete, misleading or false references or bibliographies
- If AI-generated content is submitted without acknowledgement, it will be treated as **malpractice** and investigated in line with JCQ guidance.

Candidate Responsibilities

- All work submitted for assessment must be the candidate's own and must be valid for assessment purposes.
- Candidates are required to follow the centre's code of conduct and authentication requirements.
- Where AI has been used and is permitted, candidates must clearly identify the AI-generated content.
- Candidates must understand that AI-generated content cannot demonstrate independent achievement of assessment criteria and therefore may not be rewarded.

Staff Responsibilities

- Teachers and assessors must only accept work for assessment which they believe to be the candidate's own.
- Where there are concerns about the authenticity of work, including suspected unacknowledged AI use, staff must investigate and take appropriate action.
- All investigations will be conducted in accordance with JCQ guidance, including *AI Use in Assessments: Protecting the Integrity of Qualifications*.

Examinations and Controlled Assessments

- Students complete examinations and many assessments under close supervision with no permitted access to AI tools or the internet.
- The use of AI tools during these assessments is strictly prohibited and will be treated as malpractice.

Non-Examination Assessments (NEAs), Coursework and Internal Assessments

- Some assessments may allow internet access during research or preparation stages.
- JCQ guidance for NEAs, coursework and internal assessments will be followed to ensure the integrity of qualifications is maintained.
- Any AI use within these assessments must comply fully with awarding body rules and must be appropriately acknowledged.

AI Use in Examinations and Assessments – Guidance for Candidates

- Artificial Intelligence (AI) tools must only be used where explicitly permitted by the awarding body and the centre.
- Candidates must always follow the specific instructions issued by their teacher, assessor or exams officer for each assessment.
- Failure to follow these instructions may result in malpractice being investigated.

Use of AI in Examinations and Controlled Assessments

- The use of AI tools is not permitted in:
- written examinations
- on-screen examinations
- controlled assessments
- any assessment completed under examination conditions
- Candidates will not have access to the internet or AI tools during these assessments.
- Any attempt to access or use AI tools during these assessments will be treated as candidate malpractice and reported to the awarding body.

Use of AI in Coursework, NEAs and Internal Assessments

- Some assessments may allow internet access during the research, preparation or production stages.
- Where AI use is permitted:
- it must support, not replace, the candidate's own work
- it must not be used to generate final responses unless explicitly allowed
- it must be clearly acknowledged and referenced
- Candidates must ensure that submitted work demonstrates their own understanding, skills and analysis.
- JCQ guidance for Non-Examination Assessments (NEAs), coursework and internal assessments will be followed at all times.

How to Acknowledge AI Use

- Where AI tools have been used and are permitted, candidates must:
- name the AI tool used
- explain how it was used (for example, research support or planning)
- clearly identify any AI-generated content
- Acknowledgement must be included within the work or accompanying documentation as instructed by the teacher or awarding body.
- Failure to declare AI use will be treated as malpractice.

Student AI Declaration

- Candidates may be required to complete an AI declaration confirming that:
- the work submitted is their own
- any AI use has been permitted and appropriately acknowledged
- the work complies with awarding body and centre regulations
- Submission of work confirms acceptance of these conditions.

Staff Responsibilities in Relation to AI

- Teachers and assessors must ensure that candidates are clearly informed of:
- when AI use is permitted
- how AI use must be acknowledged
- the consequences of AI misuse
- Staff must only accept work for assessment which they believe to be the candidate's own.
- Where authenticity is in doubt, including suspected unacknowledged AI use, staff must investigate and follow malpractice procedures in line with JCQ guidance.

Sanctions

- Any confirmed AI misuse will be treated as malpractice.
- Sanctions will be applied in accordance with awarding body regulations and may include:
- loss of marks
- disqualification from a component or qualification
- further disciplinary action in line with centre policies
- With reference to the JCQ guidance for Teachers & Assessors - AI Use in Assessments: Protecting the Integrity of Qualifications:

Risks Associated with AI Use in Assessments

- Work generated by AI may be inaccurate, misleading, or incomplete.
- Using AI without acknowledgement may be treated as malpractice, resulting in sanctions
- Over-reliance on AI can prevent candidates from demonstrating their own knowledge and skills.
- AI-generated content may not meet assessment marking criteria.
- Misrepresenting AI-generated work as your own can harm academic credibility and integrity.

Staff Awareness and Responsibilities in Relation to AI

- All teaching, assessing, invigilation and support staff involved in assessments will be informed of the centre's AI policy **prior to undertaking any assessment-related duties**.
- Staff will receive **annual training or briefings** on:
- The definition of Artificial Intelligence (AI)
- Permitted and prohibited uses of AI in examinations and assessments
- Risks associated with AI use
- How to prevent, identify, and report AI misuse
- Staff responsibilities include:
- Ensuring candidates are informed of permitted AI use and the consequences of misuse
- Monitoring candidate work and activities for suspected AI misuse
- Investigating suspected AI malpractice in line with JCQ guidance
- Reporting confirmed cases to the head of centre and following established procedures
- Invigilators, practical assistants, readers, scribes, and other appropriate centre staff will be made aware of AI restrictions **relevant to their role**, including:
- Prohibitions on candidate access to AI tools during examinations and controlled assessment
- Actions to take if AI misuse is suspected
- Supporting candidates to comply with centre rules regarding AI use
- The head of centre will ensure **records of staff briefings and training** are maintained and updated annually, providing evidence of staff awareness and preparation to manage AI-related risks

Student Awareness of AI Use and AI Misuse

- All candidates will be informed of the centre's AI policy prior to undertaking any assessment.
- Students will be made aware of:
- What Artificial Intelligence (AI) is
- Permitted and prohibited uses of AI in examinations, NEAs, coursework, and other assessments
- Risks associated with AI misuse (e.g., loss of marks, disqualification, record of malpractice)
- How to appropriately acknowledge AI use where it is permitted
- Awareness will be raised through:
- Induction sessions at the start of the course or academic year
- Written guidance in candidate handbooks or assessment briefs
- Direct instructions from teachers, assessors, or the exams officer before specific assessments
- Students will be required to confirm understanding of AI rules, either verbally or via a signed declaration, before undertaking assessments where AI use could be a factor
- Staff will provide ongoing reminders of AI expectations throughout the course to ensure compliance and integrity of assessments

Ensuring Authenticity of Student Work

- Teachers and assessors are responsible for ensuring that all work submitted for assessment is the candidate's own.
- The centre has established procedures to support authenticity, including:
- Requiring draft submissions for coursework, NEAs, and internal assessments to monitor progress and originality.
- Encouraging teachers to question candidates orally about their work, reasoning, and understanding where appropriate.
- Implementing plagiarism detection tools to identify unacknowledged copying from external sources, including AI-generated content.
- Maintaining records of candidate work stages to demonstrate development and personal input.
- Conducting internal standardisation and moderation to ensure consistency and integrity across all submissions.

Candidates are required to:

- Confirm that all submitted work is their own
- Appropriately acknowledge any permitted sources, including AI tools, guidance, or collaborative work

Teachers and assessors must:

- Reject work where authenticity cannot be verified
- Investigate any suspected malpractice, including potential AI misuse, in accordance with centre and JCQ procedures

The head of centre ensures staff receive training and guidance on detecting and preventing inauthentic work, including the use of AI detection tools and strategies for questioning or verifying candidate understanding.

By implementing these measures, the centre provides teachers with reasonable assurance that assessed work genuinely reflects the candidate's own efforts and understanding.

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. Many 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

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 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 based on 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)

A report will be submitted by completing the appropriate documentation as guided by the individual awarding body concerned, including the form JCQ M2 Notification of suspected malpractice / maladministration involving centre staff.

- **This form must be completed by the head of centre before an investigation commences to notify an awarding body of an instance of alleged, suspected, or actual malpractice or maladministration.**

- **The form must be completed and submitted to the appropriate awarding body immediately a suspicion is raised or an allegation received.**

Appeals against decisions made in cases of malpractice

Ormiston Venture 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**