MALPRACTICE POLICY

Date: 19th October 2026

Approved

Date of next review October 2027

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:
  - the JCQ M1 form in a case of suspected candidate malpractice
  - 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 2026-2027 and provide such information, evidence and assistance 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 2026-2027; Instructions for conducting examinations (ICE) 2026-2027; Instructions for conducting coursework 2026-2027; Instructions for conducting non-examination assessments 2026-2027; Access Arrangements and Reasonable Adjustments 2026-2027; A guide to the special consideration process 2026-2027; Suspected Malpractice: Policies and Procedures 2026-2027; Plagiarism in Assessments; AI Use in Assessments: Protecting the Integrity of Qualifications; A guide to the awarding bodies' appeals processes 2026-2027 (SMPP 3.3.1)

Informing and advising candidates

Candidates are informed of malpractice regulations through examination briefings, candidate handbooks, JCQ Notices to Candidates, assessment guidance, tutor sessions and instructions issued by teaching staff, the examinations officer and the head of centre. Candidates suspected of malpractice will be given the opportunity to provide a written statement and respond to any allegation as part of the investigation process.

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 computer code in response to user prompts.

Examples include ChatGPT, Microsoft Copilot, Gemini, image generators and other automated writing or paraphrasing tools.

Permitted Use of AI

Candidates may only use AI where this is permitted by the awarding body and the centre.

Where permitted, AI may be used to support:

- research or background reading
- idea generation or planning
- proofreading for spelling, punctuation or grammar
- 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)

The following are examples of AI Misuse and will be treated as Malpractice:

- Submitting AI generated work as the candidate's own work
- Copying or paraphrasing AI-generated content without acknowledgement.
- Using AI to complete all or part of an assessment where this is not permitted
- Using AI during examinations or controlled assessments
- Providing false, incomplete or misleading references relating to the use of AI
- Failing to declare the use of AI where required

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.
- Sign any required authentication declaration.

Staff Responsibilities

- Teachers and assessors must only accept work for assessment which they believe to be the candidate's own.
- Staff must inform candidates about permitted and prohibited uses of AI.
- Staff must ensure that work submitted for assessment is authentic.
- Staff must investigate concerns regarding possible AI misuse.
- Staff must report suspected malpractice in accordance with JCQ and awarding body requirements.
- All investigations will be conducted in accordance with JCQ guidance, including AI Use in Assessments: Protecting the Integrity of Qualifications.

Risks Associated with AI

Candidates should be aware that AI-generated content may:

- contain inaccuracies or misleading information
- fail to meet assessment requirements
- prevent candidates from demonstrating their own knowledge and understanding
- result in malpractice investigations if used inappropriately

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

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

Authenticity of Candidate Work

Teachers and assessors must be satisfied that work submitted for assessment is the candidate's own. Where concerns arise regarding authenticity, including possible misuse of AI, plagiarism or collusion, staff will investigate in line with JCQ Suspected Malpractice: Policies and Procedures and report concerns to the examinations officer and head of centre.

Identification and reporting of malpractice

Escalating suspected malpractice issues

Any member of staff who identifies or suspects malpractice must report the concern immediately to the examinations officer and head of centre. The examinations officer will maintain records of the allegation and support any investigation. The head of centre will determine whether the matter must be referred to the relevant awarding body.

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/M2 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)

Examples of candidate Malpractice

Examples include but are not limited to:

- possession of unauthorised materials
- use of a mobile phone or smart device in an examination
- plagiarism
- collusion
- impersonation
- disruptive behaviour

- AI misuse
- failure to follow examination instructions
- breach of examination conditions

Examples of Staff Malpractice

Examples include but are not limited to:

- failure to follow JCQ regulations
- improper assistance to candidates
- failure to maintain assessment security
- alteration of candidate work
- falsification of records
- failure to report suspected malpractice
- misuse of access arrangements
- breach of confidentiality

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**