The NSB Trust

Malpractice Policy
Examinations cycle 2026-2027

This procedure is reviewed annually to ensure compliance with current JCQ regulations

Key staff involved in the plan

Role	Name(s)
Head of centre	Richard Bernard
Exams officer line manager (Senior leader)	John Marshall
Exams officer	Judith Round
SENDCo	Emily Spencer
Access Arrangements co-ordinator	Helen Cleaver
Senior leader(s)	Craig Armstrong (Deputy Headteacher)
	Sarah Bradley-Brophy (Deputy Headteacher)
Year Team Leaders / Directors:	Jon Elder (Y11) Richard Goswell (Dept Director Sixth Form) Zoe Adeyemi (Y13)

Malpractice Policy

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.

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice

Purpose of the policy

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

General principles

In accordance with the regulations The NSB Trust will:

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations have taken place. This will include, but is not limited to:
    - Writing to candidates and parents ahead of examination series regarding regulations
    - Formal assemblies to all candidates about the regulations, and measures that can be taken to avoid malpractice.
    - Informing students of the regulations regarding the use of AI (Artificial Intelligence), and the requirement to appropriately reference the use of AI, where it is permitted. Students must appropriately acknowledge and reference any permitted use of AI in assessed work. Failure to do so may be treated as malpractice.
    - Students signing an internal disclaimer at the start of the year entitled *AI awareness and assessment malpractice* which refers students to *JCQ Suspected Malpractice: Policies and Procedures* document
    - Ensuring JCQ regulations: *Suspected Malpractice Policies and Procedures* is available on the centre's website, with candidates and parents being made aware of its location.
    - Ensuring that all Authentication Forms (for NEA) are completed within the centre under the supervision of the relevant subject teacher, with the appropriate subject teachers outlining the regulations and appropriate forms of referencing in the subject.
- 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
- 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

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.

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.

Preventing malpractice

The NSB Trust has in place:

- robust processes to prevent and identify malpractice, as outlined in section 3.3 of the JCQ publication *Suspected Malpractice: Policies and Procedures*. This includes, but is not limited to:
    - Series of briefings for students sitting examinations and NEAs
    - Information disseminated to candidates electronically, with pertinent information also shared with parents/carers.
    - Additional steps to prevent the use of Artificial Intelligence and avoid plagiarism. Including:
        - JCQ posters and information being shared with students, placed in classrooms, and communicated via school website and direct email communications.
        - Additional training for teaching staff regarding the use of AI, including JCQ posters and information about AI in assessments
        - Specific focus and training at Curriculum Management level by Assistant Headteacher i/c Exams, advising of departmental responsibilities in advising about acceptable and inappropriate use of AI at curriculum level.
    - A *Non-Examination Assessment Policy*, reviewed annually, that addresses authentication of work completed.

AI use in this context refers to the use of AI tools to obtain information and content which might be used in work produced for assessments, which contributes to the award of qualifications. When properly referenced, this can be acceptable, although students cannot be credited for any work they produce for assessment which is not their own so the benefit to them of using AI is likely to be limited and they risk committing malpractice if AI is misused

Identification and reporting of malpractice

- 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
- Where an allegation concerns the Head of Centre, responsibility for reporting and oversight of the investigation will be delegated to the Chair of Trustees/Governors or another suitably independent senior leader.
- 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
- 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, including the Behaviour Policy, Non-Examination Assessment Policy and relevant departmental assessment 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
- 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
- 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
- Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used
- 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

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

Appeals against decisions made in cases of malpractice

The NSB Trust will:

- Provide the individual with information on the process 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.