



BWHS MALPRACTICE POLICY 2023-24

GB Committee Responsible:	Curriculum and Achievement
Reviewed by:	F O'Sullivan (AHT)
Review Date:	June 2024
Ratified by Committee:	02 nd July 2024
Next Review Date:	February 2025

Bentley Wood High School Malpractice Policy 2023-2024

Review: Francis O'Sullivan (AHT)

Introduction Bentley Wood High School is committed to upholding the integrity of qualifications and assessments, and preventing any form of malpractice that could threaten this. This policy outlines the responsibilities of the school leadership, exams officer, staff and students in maintaining the security and proper conduct of exams and non-exam assessments. It is based on the Joint Council for Qualifications (JCQ) *Suspected Malpractice Policies and Procedures 2023-2024*.

AIM: To reduce the likelihood of student and centre malpractice occurring.

School Leadership Responsibilities

- Understand and ensure compliance with all JCQ regulations and awarding body requirements related to the proper administration of exams and assessments.
- Establish robust procedures and internal quality assurance measures to prevent malpractice occurring, and have a process for reporting and investigating any suspected cases.
- Ensure the exams officer and any staff involved in exams administration are fully trained on the JCQ regulations, appropriately resourced, and well supported in their roles.
- Promote an open and transparent culture where all staff and students feel able to report any concerns about malpractice without fear of negative consequences.
- Immediately notify the relevant awarding body of any suspected malpractice cases, and assist them in investigating as required, providing open access to any requested information.
- Supervise a thorough investigation of any suspected malpractice cases, gathering evidence and statements from all involved parties, in line with JCQ and awarding body procedures.
- Submit a full written report on the investigation findings and evidence to the awarding body, cooperating with any further investigation required and implementing sanctions.

Exams Officer Responsibilities

- Maintain an expert understanding of all JCQ regulations related to administering exams and non-exam assessments, keeping knowledge up to date with annual changes.
- Ensure all exam rooms and any alternative sites used fully comply with JCQ requirements in terms of layout, equipment, displays, invigilation and security arrangements.

- Train invigilators thoroughly on their responsibilities, how to run an exam session properly, and how to identify and immediately report any suspected malpractice incidents.
- Manage the secure receipt, storage and handling of confidential exam materials, ensuring the chain of custody is maintained at all times, with any breaches reported.
- Brief candidates on exam regulations and conditions, and provide them with relevant JCQ Information for Candidates documents covering written exams, non-exam assessments, coursework, social media and using AI tools or access arrangements.
- Report any suspected malpractice by students, staff, invigilators or anyone else involved in exams delivery to the head of centre and Assistant Headteacher responsible for exams immediately, no matter how minor.
- Support the Assistant Headteacher responsible for exams in investigating suspected malpractice cases, providing secure storage for any evidence gathered.
- Provide statements and participate in interviews as part of malpractice investigations, if requested by the school leadership or awarding body, maintaining confidentiality.

Teaching Staff Responsibilities

- Read, understand and strictly comply with JCQ instructions for conducting exams and non-exam assessments, and any specific awarding body requirements for each subject.
- Supervise students at all times, where relevant, while taking exams or completing non-exam assessments, coursework, or any work under high control conditions, being vigilant for any malpractice.
- Ensure students have received and understand the JCQ Information for Candidates documents relevant for each assessment, and know the rules they must follow.
- Inform students of what constitutes malpractice, including plagiarism, collusion, copying, using AI tools, having unauthorised materials and disruptive behaviour, and the potential sanctions for violating regulations.
- Report any suspected malpractice by students or other staff to the exams officer immediately, if witnessed directly or reported by students, including if found in non-exam assessment or coursework.
- Participate fully in any investigation of suspected malpractice conducted by the school leadership or awarding body, providing a detailed statement and any requested evidence.

Student Responsibilities

- Read, understand and comply with the JCQ Information for Candidates documents and regulations relevant to each assessment they take, including those related to written examinations, on-screen tests, non-exam assessment, coursework, social media, and using AI tools.
- Follow all instructions given by the exams officer, invigilators and subject teachers regarding the proper conduct of assessments, asking for clarification if unsure.
- Not to engage in any form of malpractice, including:
 - Bringing unauthorised materials into the exam room, such as notes, mobile phones, smartwatches, or any other prohibited items, even unintentionally
 - Communicating with other candidates in the exam room verbally, non-verbally or electronically
 - Copying or allowing their work to be copied, including through collusion, sharing of answers or passing information
 - Disruptive behaviour such as talking, shouting, offensive language or gestures, or anything affecting other students
 - Plagiarism in non-exam assessments or coursework, including using AI tools or content without declaring and referencing it properly
- Report any suspected malpractice by other students to the exams officer, or the AHT responsible for exams, immediately, even if they are unsure, including if offered unauthorised materials.
- Cooperate fully with any malpractice investigation, providing a signed statement if requested and attending any interviews required to establish the facts, under supervision.

Reporting Malpractice

Procedure

If any student, invigilator, teacher or staff member suspects malpractice during an exam or assessment, they must inform the exams officer immediately, no matter how minor the incident seems. The exams officer will then notify the head of centre and Assistant Headteacher responsible for overseeing exams as soon as possible, ideally the same day.

The head of centre, AHT, or the Exams Officer will report the allegation to the relevant awarding body without delay, using the standard JCQ M1 form for suspected candidate malpractice where necessary, or the M2 form for suspected staff malpractice, noting any initial evidence. The awarding body will then confirm whether a full investigation should proceed and provide instructions.

Investigating Malpractice Process

The Assistant Headteacher responsible for exams will supervise the malpractice investigation, following the awarding body's instructions. This includes:

- Gathering detailed statements from the suspects and all witnesses, including the invigilators, exams officer and head of centre, which are signed and dated
- Collating any relevant physical evidence, such as unauthorised materials found in the exam room or candidates' scripts showing evidence of copying or collusion
- Conducting interviews with the suspects in the presence of parents/guardians if necessary, to obtain their account of events, which are recorded and signed
- Ensuring suspects are informed of their rights and the potential sanctions if malpractice is proven, and given the opportunity to respond to the allegation
- Establishing the full facts and sequence of events, and whether there are any mitigating circumstances or inconsistencies in the evidence that cast doubt

The Assistant Headteacher will submit a full written report of the investigation findings, evidence and school's conclusions to the Head of Centre, who will then submit it to the awarding body using the JCQ M3 form. The awarding body's Malpractice Committee will review the case and decide whether malpractice is proven and the sanction.

Plagiarism, Including Use of AI Tools

A form of candidate malpractice is plagiarism in non-exam assessments or coursework. This is using someone else's work or ideas without proper acknowledgement, including AI-generated content. Any use of AI tools must be cited, as explained in the school's NEA Policy. While AI tools like ChatGPT can be helpful for research, using AI content without clearly attributing it is plagiarism.

Students must be able to demonstrate that non-exam assessment is their own, unaided work. Teachers cannot provide detailed feedback or edit non-exam assessments. The school uses staff subject knowledge and their expertise on their students to identify plagiarised content, on which they receive training. We require students to submit a declaration that the work is their own. Any plagiarism may result in disqualification from the qualification.

Sanctions

In cases where the awarding body decides malpractice is proven, they may apply sanctions against the students, staff and/or school depending on the type and severity of offence.

For students, sanctions can include:

- Loss of marks for a component or unit
- Disqualification from a unit or whole qualification for that exam series
- Being barred from entering that awarding body's exams for a set period of time

For staff, sanctions can include:

- A written warning
- Training on compliance with regulations
- Special conditions imposed on future involvement in exams
- Suspension from involvement in exams for a set period of time

For schools, sanctions can include:

- A written warning
- Additional monitoring and inspection visits
- Restrictions on the delivery of assessments
- Suspension of entries from the school for a set period
- Withdrawal of approval for specific qualifications
- Withdrawal of centre approval status

The school leadership will comply with and enforce any sanctions imposed, and retain a record of the outcome. Students and staff have the right to appeal any malpractice decision or sanction, following the JCQ appeals process.