ST CUTHBERT'S
CATHOLIC HIGH SCHOOL

Malpractice Policy (Exams)

for Academic Year 2025 - 2026

Approved by:	Local Governing Committee	**Approved on:**	
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Malpractice Policy (Exams) 2025-26

Centre name	St Cuthbert's Catholic High School
Centre number	39263
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Current policy approved by	Mr Karl Stuart
Current policy reviewed by	Mr Karl Stuart
Date of review	10/12/2025
Date of next review	01/11/2026

Key staff involved in the policy

Role	Name
Head of Centre	Daniel P. Murray
Senior leader(s)	Karl Stuart
Exams officer	Karen Lawson

This policy is reviewed and updated annually to ensure that any malpractice at St Cuthbert's Catholic High School 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 documents General Regulations for Approved Centres and Suspected Malpractice: Policies and Procedures.

Introduction

What are malpractice and maladministration?

'Malpractice' and 'maladministration' are distinct but related concepts, the common theme being 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, 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)

Candidate malpractice

'Candidate malpractice' normally involves 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 completion of any examination. (SMPP 2) Any improper assistance will be noted in the appropriate assessment records.

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)

Centre malpractice Suspected

malpractice

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice (regardless of how the incident might be categorized, as described in SMPP, section 1.9). (SMPP 2)

Purpose of the policy

To confirm St Cuthbert's Catholic High School:

- 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)

General principles

In accordance with the regulations St Cuthbert's Catholic High School will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments 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 current JCQ document Suspected Malpractice - Policies and Procedures and provide such information and advice as the awarding body may reasonably require (GR 5.11)

Preventing malpractice

St Cuthbert's Catholic High School has in place:

- Robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ document Suspected Malpractice: Policies and Procedures. (SMPP 4.3)
- This includes ensuring that 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 2025-2026
  - Suspected Malpractice: Policies and Procedures 2025-2026 (this document)
  - Plagiarism in Assessments
  - AI Use in Assessments: Protecting the Integrity of Qualifications
  - Post Results Services June 2025 and November 2025
  - A guide to the awarding bodies' appeals processes 2025-2026
  - Guidance for centres on cyber security

  (SMPP 3.2)

Additional information:

Instances of malpractice arise for a variety of reasons:

- some incidents are intentional and aim to give an unfair advantage in an examination or assessment;

. some arise from the use of AI where this is not permitted.

- some incidents arise due to a lack of awareness of the regulations, carelessness, or forgetfulness in applying the regulations.

- some occur as a result of the force of circumstances which are beyond the control of those involved. (e.g. a fire alarm sounds and the supervision of pupils/students is disrupted)

Informing and advising candidates how to avoid committing malpractice in examinations/assessments.

St Cuthbert's Catholic High School will inform candidates in line with current JCQ regulations via school assembly and any updates are communicated via school network. The JCQ document, Suspected Malpractice Policies and Procedures is circulated to all staff along with any other relevant documents listed, updates or circulars produced by the boards or the JCQ.

AI use in assessments

The JCQ Document for teachers and assessors is made available to all staff.
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.

All relevant JCQ material around the use of AI for students is placed on the school website as well as covered in Assembly and class.

St Cuthbert's Catholic High School may use automated detection to help assess any suspected malpractice. JCQ guidance booklet recommend various sites to use, for example:

- Turnitin AI writing detection (https://www.turnitin.com/solutions/topics/ai-writing/ai-detector/)

- Copy leaks (https://copyleaks.com/ai-content-detector).

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)

St Cuthbert's Catholic High School will work in line with current JCQ regulations to establish the facts and report to the relevant bodies.

The handling of malpractice complaints and allegations involves the following phases (sections refer specifically to the JCQ document Suspected Malpractice: Policies and Procedures):

- the allegation
- awarding body's response
- the investigation
- the report
- the decision
- the appeal

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 document Suspected Malpractice: Policies and Procedures (SMPP 4.1.3)
- The head of Centre will ensure that, where a candidate is a child or an adult at risk and 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)
- Candidate malpractice offences relating to the content of work (i.e., inappropriate/offensive content, copying/collusion, plagiarism (including AI misuse) and/or false declaration of authentication) which are discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication, do not need to be reported to the awarding body. Instead, they will be dealt with in accordance with the Centre's internal procedures.

  Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where the offence does not relate to the content of candidates' work (e.g., possession of unauthorized materials, breach of assessment conditions) or where a candidate has signed the declaration of authentication, must be reported using a JCQ M1 to the relevant awarding body. If, at the time of the malpractice, there is no entry for that candidate (who the Centre intended to enter), the Centre is required to submit an entry by the required entry deadline. (SMPP 4.5)
- If, in the view of the investigator, there is sufficient evidence that an individual may have committed malpractice, that individual (the candidate or the member of staff) will be informed of all the required information and the accused individual informed of their rights and responsibilities (SMPP 5.33-3.4)
- Once the information gathering has concluded, the head of Centre (or other appointed information-gatherer) will submit a written report to the relevant awarding body summarising the information obtained and actions taken, 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)

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)

Additional information:

Appeals against decisions made in cases of malpractice.

St Cuthbert's Catholic High School 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 document A guide to the awarding bodies' appeals processes.