

EXAMINATION MALPRACTICE POLICY

This policy applies to

Beal High School (Centre number 13317)

The Forest Academy (Centre number 13313)

Beacon Business and Innovation Hub (Centre 13362)

Area/Department responsible for policy	TRUST
Approval Body:	Trust Executive
Date of last review:	December 2025
Statutory (DFE) Yes/No	No

This policy sets out:

- 1) Staff malpractice
- 2) Student malpractice
- 3) Expectations on use of AI and AI malpractice

Under all circumstances the centres will follow the JCQ suspected malpractice policy and procedures, available [here](#).

Communication:

- The centres will ensure all members of staff responsible for preparing and assessing students for qualifications are aware of the details of this policy and the expectations through circulation of the policy, staff briefing and staff training. This includes section 3 regarding expectations on use of AI and AI malpractice.
- The centres will ensure all students entered for public examinations are aware of the expectations of this policy through the circulation of the appropriate extracts, sharing expectations with parents through letters and through the assembly programme. This includes section 3 regarding expectations on use of AI and AI malpractice.

1.1 Staff Malpractice

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the assessment of internally marked qualifications and examinations invigilated at the school and marked externally.

It is expected that staff will make themselves familiar with the regulations and procedures for administering A-level, GCSE, BTEC and other vocational qualifications as laid out by JCQ, ASDAN, Agored Cymru, AQA, Edexcel, OCR, WJEC and NCFE, plus other bodies as needed. Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by staff with regards to portfolio-based or externally assessed qualifications. This list is not exhaustive:

- Tampering with/editing/improving Student work prior to external moderation/verification
- Assisting Students with the production of work outside awarding body guidance
- Fabricating assessment and/or internal verification records or authentication statements
- Deliberate or consistent failure to follow exam board regulations or procedures
- Making false claims for verification / claims
- Failure to maintain proper records
- Failure to correctly invigilate external assessments
- Tampering with scripts prior to external marking taking place

1.2 Staff Malpractice Procedure

Investigations into allegations will be coordinated by a designated member of the senior leadership team, who will ensure the initial investigation is carried out within ten working days. The person responsible for coordinating the investigation will depend on the qualification being investigated. The investigation will involve establishing the full facts and circumstances of any

alleged malpractice. It should not be assumed that because an allegation has been made, it is true. Where appropriate, the staff member concerned and any potential witnesses will be interviewed and their version of events recorded on paper. The member of staff will be:

- informed in writing of the allegation made against them
- informed what evidence there is to support the allegation
- informed of the possible consequences, should malpractice be proven
- given the opportunity to consider their response to the allegations
- given the opportunity to submit a written statement
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)
- informed of the applicable appeals procedure, should a decision be made against him/her
- informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or professional bodies

If work is submitted for moderation/verification or for marking which is not the student's own work, the awarding body may not be able to give that student a result.

The senior leadership team is responsible for investigating suspected malpractice.

1.3 Malpractice Allegations

Any allegation of malpractice by members of staff must be reported to the head teacher or principal or senior leadership team, the relevant exam board, the JCQ and the exams officer.

- This allegation must detail the learner(s) involved, the nature of the breach including dates, and details of any investigation carried out within the centre.
- Allegations must be made in writing.
- JCQ procedures for investigating suspected malpractice will be followed, available [here](#).
- All incidents of suspected staff and centre malpractice/maladministration must be reported to the awarding organisation
- Where a member of staff is found guilty of malpractice, sanctions may be applied in line with the Trust's disciplinary policy
- The member of staff may appeal against sanctions imposed on them. Appeals will be conducted in line with the Trust's Appeals Policy.

2.1 Student Malpractice

2.1.1 Malpractice definitions

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding student malpractice in internally marked assessments and examinations marked externally.

Students are informed of their obligations and the JCQ regulations when they are issued the “Instructions to Candidates” documents prior to each exam season, and in dedicated exam assemblies where malpractice is discussed.

Students are issued the guidance via email, on paper with their statements of entry / timetables, and the regulations are hosted on the school website.

2.1.2 Malpractice in public examinations

The following are examples of malpractice with regards to examinations. This list is not exhaustive:

- Talking during an examination
- Taking a mobile phone or watch into an examination
- Taking any item other than those accepted by the Awarding Body into the examination, such as a book or notes
- Leaving the examination room without permission
- Passing notes or papers or accepting notes to, or accepting notes or papers from another student
- Unauthorised use of AI

The following procedure will be followed if malpractice is suspected in an examination.

- The invigilators who identify malpractice will alert the exams officer as soon as possible, preferably during exam but without stopping it, and provide as full a report as possible.
- The exams officer will ask the student(s) to stay at the end of the exam and speak to them to obtain a brief verbal report, emphasising seriousness and inviting (encouraging) them to write a statement. This meeting must be witnessed by at least one member of staff, including teaching staff. This meeting will highlight the possible penalties.
- The exams officer completes the JCQ Malpractice form and writes a formal report, collecting statements from the Student(s), invigilators and other witnesses. Copies of all are retained in the exams office.
- The forms are sent to the head teacher or principal for the decision to send to the awarding board. The relevant Head of Year is copied in.
- If the decision is yes, the form and all evidence is sent to the awarding body and a copy with a covering letter to the parent/carer.
- If the decision is no, the relevant Head of Year or member of the Senior Leadership Team deals with it internally in the usual manner.
- The exam board will communicate their decision to the school, usually directly to the head teacher or principal. Copies are sent to the parent/carer (with covering letter), Head of Year and Head of Department.

2.1.3 – Malpractice in student coursework, NEA or any other assessed/submitted work.

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice with regards to portfolio-based qualifications (including NEAs and coursework). This list is not exhaustive:

- **Plagiarism:** the copying and passing of as the student's own work, the whole or part of another person's work
- **Collusion:** working collaboratively with other learners to produce work that is submitted as the student's own
- **Failing to abide by the instructions of an assessor:**– This may refer to the use of resources which the student has been specifically told not to use
- **The alteration of any results document**
- **Artificial Intelligence:** Using AI in the production of NEA / coursework either without permission to do so or without correctly citing having used it

Departments are responsible for implementing processes to verify the authenticity of student work. This includes (but is not limited to):

- Students will be reminded to keep drafts of work, to demonstrate their progress across time which must be available
- Departments will keep trackers, showing student progress through coursework/NEA
- Departments will compare student work to other samples of student work and raise concerns should there be clear change in authorial voice or style.
- Departments will compare student work to the previous standard that student has submitted and raise concerns should there be a substantial/notable change in the quality of student submitted work across short periods of time.

2.1.4 Malpractice Allegations

Any allegation of malpractice by members of staff must be reported to the head teacher or principal or senior leadership team, the relevant exam board, the JCQ and the exams officer.

- This allegation must detail the learner(s) involved, the nature of the breach including dates, and details of any investigation carried out within the centre.
- JCQ procedures for investigating suspected malpractice will be followed, available [here](#).
- All incidents of suspected candidate malpractice identified after the candidate has signed the declaration of authentication (where applicable – e.g. NEAs) must be reported to the awarding organisation
- Incidents of suspected malpractice before the candidate has signed the declaration of authentication (where applicable – e.g. NEAs) do not need to be reported to the awarding organisation. They will be reviewed by the head of centre as applicable, and processes as set out by JCQ will be followed.
- Students will be reminded to keep drafts of work, to demonstrate their progress across time.
- Allegations must be made in writing.
- Should malpractice be identified following the conclusion of the processes above, assessment records will be updated, head of centre will be informed, and all relevant exam body procedures will be implemented

2.3 Appeals

In the event that a malpractice decision is made that the student feels is unfair, the student has the right to appeal. The Trust is committed to ensuring that investigations of malpractice are conducted by staff with the appropriate knowledge, understanding and skills; evidence provided has been produced and authenticated; and staff with responsibility for investigating malpractice attends any relevant training sessions.

- Appeals to the JCQ or awarding body must be made by following the respective procedures of that body, and in line with their requirements and timeline.
- Internal appeals will only be entertained if they apply to the investigation and judgement processes involved in instances of malpractices. There is no appeal against the mark or grade awarded as a result, or sanctions placed on the student, unless the investigation or judgement processes are at fault.

Appeals must be made in writing to the head teacher or principal who will decide with the Senior Leadership Team, Head of Department and Head of Year whether the process used conformed to the necessary requirements. The student will be notified of the head teacher or principal's findings in writing, which will be copied to the Exams Officer and recorded for inspection by the awarding body. The enquiry into internal process will be led by a member of the Senior Leadership Team who played no part in the original investigation.

The student will be informed in writing of the outcome of the appeal. If the student is unhappy about the response they can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the head teacher or principal and a member of the Governing body. They are permitted to be accompanied by a parent or other advocate.

3) Expectations on use of AI and AI malpractice

- Artificial Intelligence (AI) is a collection of software tools and systems that use machine learning, natural language processing, or other computational methods to generate text, solve problems, answer questions, create images, analyse data, or perform other tasks that would typically/previously require human intelligence.
- Artificial intelligence is increasingly embedded within other software and search engines and is increasingly part of everyday life.

Use of Artificial Intelligence in Assessments

- Students are expected to submit work that represents their own knowledge, understanding and skills. The unauthorised use of AI tools during examinations or controlled assessments constitutes malpractice.
- This statement has been produced with specific reference to the JCQ document: "AI Use in Assessments: Protecting the Integrity of Qualifications" and applies to all assessed elements of courses including NEAs, coursework and exams. Non-Examined Assessment (NEA) work, including coursework and controlled assessments, will be completed to JCQ standards and in compliance with JCQ regulations, and those of the awarding body referring to the specific assessment.

Expectations:

- Students must sign declarations stating their work is their own.
- Students must keep drafts of work, to demonstrate their progress across time.
- Students must cite all relevant sources used/referenced in their work, including when AI is used.
- This includes that all work produced will be the students' own, with any work they produce with the aid of others clearly cited within the work.
- Staff will implement processes (as set out in 2.1.3 above) to verify student work is authentically their own

Prohibited use of AI:

- AI tools must not to be used by students unless their use is clearly and explicitly stated within the specification for that NEA and must be cited in the work in accordance with the requirements of the specification. The following (non-exhaustive) list includes examples of prohibited use of AI:
 - o Any use of AI tools in internal or public examinations
 - o Using AI to generate answers, essay content, calculations, or solutions to coursework, NEAs etc
 - o Using AI to paraphrase, rewrite, or restructure content for submission as original work
 - o Using AI to translate questions or generate responses in assessments where language skills are being assessed
 - o Submitting work that has been substantially created, edited, re-drafted or enhanced by AI without explicit permission
- This includes all qualifications offered by the schools in the Trust, including A-levels, GCSE, BTECs, Projects, NCFE, Cambridge Nationals, and any others not covered by the JCQ, including those offered by Agored Cymru and ASDAN.
- AI is not permitted in exams as access to the internet is not allowed during exams, and students with the use of a laptop may not bring any material into the exam, including USB sticks or other devices. Any laptops used in the exam are provided by the school and not the student and are clean of any material or programs that could be used in this manner.
- Any unauthorised use of AI in the production of work will be considered malpractice, and treated in the same manner as any other work produced by another and passed off as their own, and the provisions regarding malpractice in section 2 will apply

Permitted use of AI:

- AI tools are only permitted where explicitly stated in the specification, and are fully cited by students in their submitted work
- Should a student be unsure whether AI use is permitted, they must raise this with their teacher or the relevant head of department.

