



MALPRACTICE POLICY

Malpractice Policy

Centre name	Brook Mead Academy
Centre number	25368
Date policy first created	16/09/2024
Current policy approved by	Rita Hindocha
Current policy reviewed by	Rita Hindocha/Gemma Bartlett
Date of review	25/10/2025
Date of next review	24/10/2026

Key staff involved in the policy

Role	Name
Head of centre	Rita Hindocha
Senior leader(s)	Gemma Bartlett
Exams officer	Saima Shah
Other staff (if applicable)	Holly Walker (Senior Leader) Siobhan Evans (Senior Leader) Sajeda Macadam (Senior Leader) Daniel Hardy (Senior Leader) Jade Morgan (Senior Leader) Monal Pancholi (SENDCo) Adam Glover (Senior Leader)

This policy is reviewed and updated annually to ensure that any malpractice at Brook Mead Academy 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 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 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)

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)

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 categorised, as described in SMPP, section 19). (SMPP 2)

Purpose of the policy

To confirm Brook Mead 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)

General principles

In accordance with the regulations, Brook Mead Academy 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

Brook Mead Academy 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) [Malpractice - JCQ Joint Council for Qualifications](#)
- 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 (SMPP 3.3.1)

Additional information:

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

- We will ensure that candidates have had sufficient exam practice ahead of the final GCSE exam series – Yr 7+8 in lesson time, Yr 9 End of Year assessments: English, Maths, Science, French, RE in the hall, all other subjects in lesson time, Yr 10 End of Year assessments: all subjects in the hall, Yr 11 Mocks, all subjects in the hall. Consideration will also be given to a second round of mocks in subjects where it is deemed appropriate in the term preceding final exams. This will enable rehearsal of correct examination conduct for staff and pupils.
- Candidates will have been taught in lessons how to conduct themselves in formal exams. Teachers will set out and reinforce those expectations at all times.
- Reminders of expectations will be reiterated ahead of each exam series, and at the start and end of every exam
- Artificial Intelligence (AI) tools are not permitted in the exams or in NEA components.

- Candidates will receive an Information for Candidates sheet with a reminder of all expectations what they **must** and **must not** during each type of exam. This will also be communicated to parents in a newsletter and in person meeting.

AI use in assessments

- 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 are not 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. The majority 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.
- The following JCQ support resources are also used to help teachers understand and prevent AI misuse and to help students to better understand the rules for use of AI in assessments: Information Sheet for Teachers, Senior Leader Presentation for Teachers, Poster for Students, Teacher Presentation for Students.

Identification and reporting of malpractice

Escalating and reporting 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)

- 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
- Form JCQ/M3 will be used to notify an awarding body of any investigation and outcomes
- The centre will seek support from the Trust IT department to perform reliable checks on the use of AI and provide a report.
- Malpractice by a candidate discovered in a controlled assessment, coursework or non- examination assessment component prior to the candidate signing the declaration of authentication does not need to 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 (the candidate or the member of staff) will be informed of the rights of accused individuals (SMPP 5.33) which include:
 - the allegation(s) made against them
 - the JCQ document entitled ' Suspected Malpractice: Policies and Procedures'
 - the evidence to support the allegation(s)
 - the possible consequences should malpractice be proven
 - the opportunity to consider their response to the allegation(s)

- the opportunity to seek advice and where required provide a supplementary statement
 - the applicable appeals procedure should a decision be made against them
 - the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators and other appropriate authorities.
- 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 the course of 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 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:

The head of centre will also communicate the findings to the parent/carer of the candidate so that the candidate has appropriate support outside of school when making any subsequent decisions regarding appeals.

Appeals against decisions made in cases of malpractice

Brook Mead 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 document **A guide to the awarding bodies' appeals processes**