



**FOXWOOD  
ACADEMY**

# **Exam Malpractice Policy**

Foxwood Academy

## Exam Malpractice Policy

Centre name	Foxwood Academy
Centre number	28205
Date policy first created	03/06/2024
Current policy approved by	Mr James Hutchinson
Current policy reviewed by	Governing Body
Date of review	20/01/2026
Date of next review	01/01/2027

## Key staff involved in the policy

Role	Name
Head of centre	Mr James Hutchinson
Senior leader(s)	Miss Lindsey Norton
Exams officer	Mrs Marta Longshaw
Phase Leader age 14-19	Ms Susan Porter

This policy is reviewed and updated annually to ensure that any malpractice at Foxwood Academy is managed in accordance with current JCQ and awarding organisation 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 JCQ 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)

### **Scope of the Policy**

This policy applies to:

- All candidates.
- All centre staff (including teachers, support staff, invigilators, contractors, and volunteers).
- All qualifications, examinations, and assessments delivered by Foxwood Academy.

### **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)

## **Centre malpractice**

Centre malpractice normally involves malpractice where there is an element of systemic failure, a breach in policies or widespread malpractice such that a centre-level sanction is appropriate (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 1.9). (SMPP 2)

## **Purpose of the policy**

To confirm Foxwood 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 Foxwood 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

Foxwood 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)
- 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:

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

The Exams Officer will liaise with the 14-19 Phase Leader to incorporate guidance provided by the JCQ document 'AI Use in Assessments: Protecting the Integrity of Qualifications - Guidance for Teachers & Assessors'. The Exams Officer will deliver a briefing session to candidates on how to avoid committing malpractice in examinations/assessments at the start of the academic year and will deliver a reminder session before the start of the summer examination season.

### **AI use in assessments**

#### **Definition of AI:**

Artificial Intelligence (AI) refers to digital tools or systems capable of generating text, images, code, or other content in response to user prompts, including (but not limited to) generative AI tools.

#### **Appropriate use of AI**

AI may only be used in assessments where:

- The awarding organisation permits its use
- The purpose and extent of use are clearly defined by the teacher
- AI use supports learning rather than replaces candidate work

#### **AI misuse**

AI misuse includes (but is not limited to):

- Submitting AI-generated content as the candidate's own work
- Using AI tools where their use is prohibited
- Failing to acknowledge permitted AI assistance
- AI misuse is treated as candidate malpractice.

#### **Acknowledging AI use**

Where AI use is permitted:

Candidates must clearly acknowledge how and where AI tools were used. This must be done in line with awarding organisation and JCQ guidance

## **Risks associated with AI use**

Candidates are made aware that AI use carries risks, including:

- Inaccurate or misleading content
- Bias or fabricated references
- Breaches of assessment rules
- Loss of marks or disqualification

## **Handling AI misuse**

Suspected AI misuse will be:

- Investigated in line with Suspected Malpractice: Policies and Procedures
- Classified as malpractice
- Reported to the awarding organisation where required

## **Staff Awareness of AI Rules**

Staff awareness and training.

Teachers, assessors, and relevant staff are informed of:

- Appropriate AI use and misuse
- Their role in managing the risk of AI misuse

This occurs through:

- Annual JCQ training
- Staff briefings
- Updates from senior leaders

## **Student Awareness of AI Rules**

Students are informed about AI use and misuse through:

- Assessment briefings
- Tutor sessions
- Subject teaching
- Written guidance issued before assessments

## **Ensuring Authenticity of Student Work**

Foxwood Academy ensures authenticity of student work by:

- Designing assessments appropriately
- Using supervised assessments where required
- Monitoring drafting and development of work
- Conducting informal checks (e.g. questioning students about their work)
- Reviewing consistency between classwork, homework, and submitted work

Candidates are informed and advised on how to avoid malpractice through:

- Tutor sessions and assemblies
- Subject teacher guidance and assessment briefings
- Controlled assessment and coursework instructions
- Candidate declarations of authentication
- Access to JCQ guidance, including:
  - Plagiarism in Assessments
  - AI Use in Assessments: Protecting the Integrity of Qualifications

This information is reinforced before each assessment window.

Candidates will be issued with of the JCQ Information for candidates - AI (Artificial Intelligence and assessments) or similar centre document prior to completing their work/prior to signing the declaration of authentication.

## **Declaration of authentication**

Candidates are required to sign a declaration confirming that work submitted for assessment is their own and that any assistance has been properly acknowledged.

## **Recording improper assistance**

Where improper assistance is identified:

- Details will be recorded within assessment records
- Internal documentation will clearly identify:
  - The nature of the assistance
  - The stage at which it was identified
  - The action taken

This ensures transparency and auditability.

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 no permitted access to the internet. The delivery of these assessments at Foxwood Academy should be unaffected by developments in AI tools as students must not be able to use such tools when completing these assessments.

## **Identification and reporting of malpractice**

### **Responsibilities for Preventing and Reporting Malpractice**

Staff responsibility for reporting malpractice:

**All staff** at Foxwood Academy have a responsibility to report any suspected or actual malpractice or maladministration that they identify, whether involving candidates, staff, or centre systems. (SMPP 4.3)

Failure to report suspected malpractice may itself be considered maladministration.

### **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).

### **What staff should do if they identify potential malpractice**

If a member of staff identifies or suspects malpractice, they must:

- Not investigate independently or attempt to resolve the matter informally
- Secure any evidence (e.g. candidate work, notes, electronic files)
- Report the concern immediately to the Head of Centre or nominated senior leader
- Maintain confidentiality at all times

The Head of Centre will determine the next steps in line with JCQ Suspected Malpractice: Policies and Procedures.

### **When incidents must be reported**

The centre will report to the awarding organisation:

- All suspected or actual staff and centre malpractice or maladministration
- All suspected candidate malpractice identified after the candidate has signed the declaration of authentication

(SMPP 4.1.3)

### **When incidents do not need to be reported**

Suspected candidate malpractice identified **before** the candidate has signed the declaration of authentication:

- Does not need to be reported to the awarding organisation
- Will be dealt with using the centre's internal procedures

The only exception is where confidential assessment materials may have been compromised. (SMPP 4.5)

### **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 unauthorised 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)

## **Appeals against decisions made in cases of malpractice**

### **Internal Appeals (Centre-Level)**

Where a teacher or assessor rejects a candidate's work on the grounds of malpractice:

- The candidate has the right to request an internal review of that decision
- The review will be conducted by a senior member of staff not previously involved
- The outcome will be recorded and communicated in writing

This internal process does not replace awarding organisation appeals processes.

Foxwood 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.**

## Changes 2025/2026

(Added) Key staff involved in the policy - Senior Leader, Lindsey Norton

(Added) New heading: **Scope of the policy.**

(Added) New heading **Centre malpractice** added. Definition of centre malpractice added.

(Added) Under heading **Preventing malpractice** added to the list of JCQ documents.

(Added/amended) Under heading **AI use in assessments:**

- additional/amended text added in bullet points to reflect slight changes in SMPP
- optional insert field added referencing the JCQ document **Information for candidates - AI (Artificial Intelligence and assessments)** or similar centre document.

(Added) New headings under “AI use in assessments”:

- **Definition of AI**
- **Appropriate use of AI**
- **AI misuse**
- **Acknowledging AI use**
- **Risks associated with AI**
- **Staff awareness of AI**
- **Student awareness of AI**
- **Ensuring authenticity of student work,**
- **Declaration of authenticity**
- **Recording improper assistance**

(Amended) Under heading **Reporting suspected malpractice to the awarding body** text amended to reflect wording changes/additions in SMPP.

(Added) New headings under **Identification and reporting of malpractice**

- **Responsibilities for preventing and reporting malpractice**
- **Escalating suspected malpractice issues**
- **What staff should do if identify potential malpractice**
- **Which incidents must be reported**
- **Which incidents do not need to be reported**

(Added) New heading under **Appeals against decisions made in cases of malpractice**

- **Internal Appeals (Centre-Level)**
- **Centre-specific changes**