



## Malpractice Policy (Exams)

<b>Review Period</b>	Annually	<b>Last Review Date</b>	September 2025	<b>Next Review Date</b>	September 2026
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## 1. Policy Information

<b>Centre name</b>	Sutton House Academy
<b>Centre number</b>	16611
<b>Date policy first created</b>	05/01/2024
<b>Current policy approved by</b>	SLT
<b>Current policy reviewed by</b>	Jonathan Lee
<b>Date of review</b>	September 2025
<b>Date of next review</b>	September 2026

## 2. Key Staff involved

<b>Role</b>	<b>Staff Name</b>
Head of centre	Eglantin Muca (Landi)
Senior Leader(s)	Rachael Wyatt (Teaching & Learning Lead)
Exams Officer	Jonathan Lee

This policy is reviewed and updated annually to ensure that any malpractice at Sutton House Academy is managed in accordance with current requirements and regulations.

References in this policy to GR and SMPP refer to the JCQ documents General Regulations for Approved Centres and Suspected Malpractice: Policies and Procedures.

## 3. Introduction

Malpractice and maladministration are failures to follow examination and assessment regulations which may compromise the validity of assessments, the integrity of qualifications, or public

confidence. For the purposes of this policy, the term malpractice includes both malpractice and maladministration.

Malpractice may involve candidates, centre staff or systemic centre failures and includes any act, default or practice which breaches JCQ regulations or awarding body requirements.

#### **4. Purpose of the Policy**

The purpose of this policy is to confirm how Sutton House Academy:

- prevents malpractice and maladministration
- informs candidates and staff of how to avoid malpractice
- identifies, escalates and reports suspected malpractice
- manages investigations and communications with awarding bodies
- supports appeals against malpractice decisions

#### **5. General Principles**

Sutton House Academy will:

- take all reasonable steps to prevent malpractice before, during and after examinations
- immediately report any alleged, suspected or actual incident of malpractice to the relevant awarding body
- gather evidence as required and cooperate fully with any investigation

#### **6. Preventing Malpractice**

The centre ensures that all staff involved in examinations and assessments are trained and familiar with JCQ guidance, including Instructions for Conducting Examinations, non-examination assessments, coursework, access arrangements, special consideration and malpractice procedures.

Candidates are informed of examination rules, assessment requirements and consequences of malpractice through assemblies, briefings and information notices.

#### **7. Use of AI in Assessments**

Misuse of AI tools in assessments constitutes malpractice. Candidates must not use AI to generate, edit or enhance assessment content unless explicitly permitted by the awarding body and the use is appropriately acknowledged.

#### **8. Identification and Reporting of Malpractice**

Any member of staff may report suspected malpractice to the Exams Officer using the centre's malpractice reporting form.

The Head of Centre will report all suspected or actual incidents to the awarding body using JCQ forms, including:

- JCQ M1 for candidate malpractice
- JCQ M2 / M3 for staff or centre malpractice

Investigations will be conducted in line with JCQ Suspected Malpractice: Policies and Procedures.

## **9. Communication Outcomes**

Once a decision has been made, the Head of Centre will inform those involved in writing, including details of any sanctions and the right to appeal where applicable.

## **10. Appeals**

Where permitted, individuals may appeal against malpractice decisions in accordance with JCQ guidance on awarding body appeals processes.

## **11. Record Keeping**

All malpractice records and investigations will be retained securely in line with JCQ retention requirements.

## **12. Changes for 2025/2026**

No additional changes applicable.