MAIDSTONE GRAMMAR SCHOOL
FOUNDED 1549

Malpractice Policy (Exams/Assessments)

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Centre name	Maidstone Grammar School
Centre number	61715
Date policy first created	15/03/2024
Current policy approved by	Mrs Susan Smith & Mrs Norma Lynch, Exams Officers
Current policy reviewed by	Mr David Martin, Assistant Headteacher
Date of next review	15/03/26

Key staff involved in the policy

Role	**Name**
Head of centre	Mr Mark Tomkins
Senior leader(s)	Mr David Martin, Assistant Headteacher Mrs Zoe Harris, Deputy Headteacher
Exams officer	Mrs Susan Smith & Mrs Norma Lynch, Exams Officers
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that any malpractice at Maidstone Grammar 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 publications **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 of which is 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
- a breach of awarding body requirements regarding how a qualification should be delivered • a failure to follow established procedures in relation to a qualification which:
- gives rise to prejudice to candidates
- compromises public confidence in qualifications

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate
- 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' means 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 writing of any examination paper. (SMPP 2)

In the instance of candidate malpractice the centre will complete form JCQ/M1.

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' 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. Examples of malpractice that could result in a finding of centre malpractice are set out in Appendix 2, Part 1. This list is not exhaustive and does not limit the scope of other definitions set out in this document. Other instances of malpractice may be identified and considered by the awarding bodies at their discretion

In the instance of centre malpractice the centre will complete form JCQ/M2 in the first instance and follow with form JCQ/M3 with the outcome of an investigation.

Suspected malpractice

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice. (SMPP 2)

Purpose of the policy

To confirm Maidstone Grammar School:

- has in place a written malpractice policy which covers all qualifications delivered by the centre and details 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 (GR 5.3)

General principles

In accordance with the regulations Maidstone Grammar School will:

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

Preventing malpractice

Maidstone Grammar School has in place:

- Robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ publication **Suspected Malpractice: Policies and Procedures**. (SMPP 4.3)
- This includes ensuring that all 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 20235-2026*; *Access Arrangements and Reasonable Adjustments 2025-2026*; *A guide to the special consideration process 2025-2026*; *Suspected Malpractice: Policies and Procedures 2025-2026*; *Plagiarism in Assessments*; *AI Use in Assessments: Protecting the Integrity of Qualifications*; *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

Candidates and parents are notified of the MGS and JCQ Policies relating to Malpractice by parentmail.

AI Use in Assessments

Candidates and parents are notified of the JCQ AI Policy via Parentmail. Teacher of NEA subjects ensure work is monitored and checked, as far as is reasonable, in relation to AI use. Where AI use is identified the Malpractice procedures will be activated.

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)

Suspected Malpractice must be notified to Mr David Martin, Assistant Headteacher. An investigation will then take place.

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 publication **Suspected Malpractice: Policies and Procedures** (SMPP 4.1.3)

- notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice. The only exception to this is candidate malpractice discovered in coursework or non-examination assessments where the offence relates to the content of candidate work (e.g. copying/collusion, plagiarism and/or AI misuse – see section 4.5 and Appendix 6 for a list of these offences) and the authentication forms have not been signed by the candidate (see paragraph 4.5). All other candidate malpractice cases must be reported to the relevant awarding body
- The head of centre will ensure that where a candidate who is a child/vulnerable adult 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)
- 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.
- If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (a candidate or a member of staff) will be informed of the rights of accused individuals (SMPP 5.33)
- 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/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)

Additional information:

The Head of Centre will ensure that all relevant staff are aware of the policies and regulations relating to Malpractice and AI use.

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:

A record of incidents of malpractice will be kept and the outcome recorded.

Appeals against decisions made in cases of malpractice Maidstone Grammar

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 publication **A guide to the awarding bodies' appeals processes**

Additional information:

A record of Appeals against decision will be kept and the outcome recorded.