Malpractice Policy (Exams and Assessments)

Centre name	The Roundhill Academy
Centre number	25327
Date policy reviewed	31 October 2026
Policy approved by	Natalie Teece
Policy reviewed by	Julia Rann
Date of next review	30 September 2027

Key staff involved in the policy

Role	Names
Head of Centre	Natalie Teece
SLT Member with responsibility for Exams	Julia Rann
Examinations Manager	Tania Taylor

This policy is reviewed and updated annually to ensure that any malpractice at The Roundhill 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 publications **General Regulations for Approved Centres** and **Suspected Malpractice: Policies and Procedures**.

To be read in conjunction with:

- Complaints Policy
- Internal Appeals Procedure (Access arrangements, special considerations and other admin issues)
- Internal Appeals Procedure (Internal Assessment Decisions)
- Internal Appeals Procedure (Review of Results and Appeals)
- Managing Behaviour Policy
- BTEC Policies

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 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 manager, 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)

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 The Roundhill Academy:

1. has in place for inspection that must be reviewed and updated annually, a written malpractice policy which covers all qualifications delivered by the centre with reference to the JCQ document *Suspected Malpractice Policies and Procedures*

   The policy **must** detail 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 The Roundhill 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 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

The Roundhill Academy 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:

- Malpractice within examination rooms is covered in more detail in the Managing Behaviour Policy

    - *General Regulations for Approved Centres 2026-2027*
    - *Instructions for conducting examinations (ICE) 2026-2027*
    - *Instructions for conducting coursework 2026-2027*
    - *Instructions for conducting non-examination assessments 2026-2027*
    - *Access Arrangements and Reasonable Adjustments 2026-2027*
    - *A guide to the special consideration process 2026-2027*
    - *Suspected Malpractice: Policies and Procedures 2026-2027 (this document)*
    - *Plagiarism in Assessments*
    - *AI Use in Assessments: Your role in protecting the Integrity of Qualifications*
    - *Post Results Services June 2027 and November 2026*
    - *A guide to the awarding bodies' appeals processes 2026-2027*
    - *Guidance for centres on cyber security (SMPP 3.2)*

(SMPP 3.2)

Additional Information

Informing and advising candidates:
The Roundhill Academy will provide candidates with an examination booklet ahead of exams giving them examples of potential malpractice incidents, this will also be included in assemblies and presentations with candidates. Candidates will also be directed to information provided by JCQ for further guidance. AI misuse is detailed in class lessons prior to NEA work starting by the Exams Manager.

Informing and advising candidates how to avoid committing malpractice in examinations/assessments
The Roundhill Academy will provide candidates with an examination booklet ahead of exams giving them examples of potential malpractice incidents, this will also be included in assemblies and presentations with candidates. Candidates will also be directed to information provided by JCQ for further guidance. AI misuse is detailed in class lessons prior to NEA work starting by the Exams Manager.

AI Use in Assessments (and preventing AI misuse)

Students are made aware via tutor briefings, assemblies, email and AI posters which are displayed on the examinations notice board and also in classrooms. The Examinations Manager will go into all classes with NEA before the work is commenced to advise the rules and consequences of failing to adhere to JCQ regulations. The Exams Office recording on the use of AI will be shown to all students prior to coursework/NEA work being undertaken. This will explain what AI is, when it may be used and how it should be acknowledged. The penalties for incorrect use of AI will be explained. Students will then sign to say that they understand malpractice and the improper use of AI.

All teaching staff are provided with up to date JCQ regulation booklets listed above at the beginning of each academic year and updated as new editions are provided by JCQ

Prior to beginning their work, candidates are issued with the JCQ **Information for candidates** documents: **AI (Artificial Intelligence and assessments)**, (as applicable to any of their qualifications) **Coursework assessments**, **Non-examination assessments** and **Social media** (GR 5.8)

Relevant subject staff ensure that all candidates have read the **Notice to candidates** within the relevant awarding body's **Candidate declaration form** (Authentication form) prior to beginning their work.

Candidates will not sign the declaration until they have completed their work and handed it in for final assessment.

Identification and reporting of malpractice

All staff at The Roundhill Academy have a responsibility for reporting any potential malpractice that they may identify.

The Head of centre or designated senior member of staff will:

Investigate the authenticity of the work including (but not limited to)

- Interviewing the candidate with appropriate safeguarding measures in place
- Conducting an online search to establish a basis for malpractice
- Review IT logs
- Review internal submissions
- Compare work with candidate's previous work (conducted under similar circumstances where practicable)

- Review teaching materials (used in class and online)

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)

Investigating suspected candidate malpractice (including but not limited to use of AI, plagiarism, breaking NEA assessment conditions, use of unauthorised material, unauthorised involvement of a third party, deliberate tampering with another candidate's work)

- 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)

Any investigations regarding malpractice of a candidate will be conducted by the Exams Manager, head of centre, or appropriate SLT member, who has no direct involvement with the malpractice case.

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

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

To confirm, The Roundhill Academy: has in place a written malpractice policy which covers all qualifications and assessment formats 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