

Ysgol Aberconwy

YSGOL
ABERCONWY



Malpractice Policy

POLICY DOCUMENT NO: 42 ISSUE NO: 1

THIS POLICY HAS BEEN APPROVED BY THE FULL GOVERNING BODY

Signed:

Date : 10/10/23

Review due date : 01/10/25

LT Link : GM

Key staff involved in the policy

Role	Name
Head of Centre	Mr I Gerrard
Senior leader(s)	Mrs G Murphy
Exams officer	Mrs W Baxter

Other staff (if applicable)

This policy is reviewed and updated annually to ensure that any malpractice at Ysgol Aberconwy 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**.

1. 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 use 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)

1.1 Definition of Plagiarism

Plagiarism is the presentation of someone else's work, words, images, ideas, opinions or discoveries, whether published or not, as one's own, or alternatively taking for one's own use, the artwork, images or computer-generated work of others without properly acknowledging the source, with or without the owner's permission.

Plagiarism by students can occur in examinations, but is most likely to occur outside sat, unseen exams, i.e. in coursework, assignments, portfolios, essays and dissertations. Examples of plagiarism may include:

- Directly copying from written physical, pictorial or written material without crediting the course
- Paraphrasing someone else's work without crediting the source
- Incomplete referencing, including the internet and artificial intelligence tools (AI)

Work submitted for assessment must be the student's own efforts and must be their own work. Students are bound by their student code of conduct and are required to ensure that all submitted work is their own and valid for assessment purposes.

Brief quotations/references from the published or unpublished works of another person, suitably attributed, are acceptable.

1.2 Use of Artificial Intelligence (AI) in Assessments

Using AI, to generate or modify content to evade plagiarism detection is deemed as malpractice.

Examples of AI misuse include:

- copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own
- copying or paraphrasing whole responses of AI-generated content
- using AI to complete parts of an assessment so that the work does not reflect the student's own work, analysis, evaluation, or calculations
- failing to acknowledge and reference the use of AI tools when they have been used as a source of information
- submitting work with intentionally incomplete or misleading references or bibliographies.

Work submitted for assessment must be the student's own efforts and must be their own work. Students are bound by their student code of conduct and are required to ensure that all submitted work is their own and valid for assessment purposes.

If any sections of learner's work are reproduced directly from AI generated responses, those elements must be identified by the learner and they must understand that this does not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded.

Teachers and assessors must only accept work for assessment which they consider to be the students' own and where teachers have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it has been generated by AI, but this has not been acknowledged), they must investigate and take appropriate action. (JCQ AI use in Assessments)

Identifying misuse:

Identifying the misuse of AI by students requires the same skills and observation techniques that teachers are already using to assure themselves student work is authentically their own.

- Comparison with previous work – spelling and punctuation, grammatical usage, writing style and tone, general understanding and working level
 - Potential indicators – default use of language, vocabulary, American spelling
 - Inclusion of references which cannot be found or verified
- (JCQ AI use in Assessments – Identifying misuse)

1.3 Maladministration

Failure to adhere to the regulations regarding the conduct of controlled assessments, coursework, examinations and non-examination assessments, or malpractice in the conduct of examinations/assessments and/or the handling of examination question papers, candidate scripts, mark sheets, cumulative assessment records, results and certificate claim forms etc.

Purpose of the policy

To confirm Ysgol Aberconwy:

- 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)

2.1 General principles

In accordance with the regulations Ysgol Aberconwy 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)

2. Preventing malpractice

Ysgol Aberconwy 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 key dates, deadlines and requirements for conducting these as specified in the following JCQ documents and any further awarding body guidance:
 - General Regulations for Approved Centres 2023-2024
 - Instructions for conducting examinations (ICE) 2023-2024

- Instructions for conducting coursework 2023-2024
- Instructions for conducting non-examination assessments 2023-2024
- Access Arrangements and Reasonable Adjustments 2023-2024
- A guide to the special consideration process 2023-2024
- Suspected Malpractice: Policies and Procedures 2023-2024
- Plagiarism in Assessments
- AI Use in Assessments: Protecting the Integrity of Qualification
- A guide to the awarding bodies' appeals processes 2023-2024 (SMPP 3.3.1)

3.1 Centre's Responsibility

It is important that staff involved in the management, assessment and quality assurance of qualifications, and our students are fully aware of the contents of the policy and that the centre has arrangements in place to prevent and investigate instances of suspected malpractice and maladministration.

A failure to report suspected or actual malpractice/maladministration cases including plagiarism, cheating and collusion or have in place effective arrangements to prevent such cases, may lead to sanctions being imposed on the centre.

The school's compliance with this policy and how it takes reasonable steps to prevent and/or investigate instances of malpractice and maladministration will be reviewed by awarding organisations periodically.

Should an investigation be undertaken, the Head of Centre will:

- Ensure the investigation is carried out by competent investigators who have no personal involvement in the incident or personal interest in the matter.
- Ensure the investigation is carried out in an effective, prompt and thorough manner and that the investigator(s) look beyond the immediate reported issue to ensure that arrangements at the college are appropriate for all qualifications.
- Respond timely and openly to all requests relating to the allegation and / or investigation.
- Co-operate and ensure that staff co-operate fully with any investigation and / or request for information.

3.2 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)

3.3 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)

3.4 Suspected malpractice

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

3.5 Informing and advising candidates

The examination officer informs year groups in assemblies on the examination rules and regulations which include malpractice in exams and assessments. Candidate information regarding examinations and assessments are on the school website and referenced in their pupil exam booklet.

- Information for candidates - coursework
- Information for candidates – non examination assessments
- Information for candidates – on screen tests
- Information for candidates – written exams
- Information for candidates – preparing to sit exams
- Information for candidates – privacy notice
- Information for candidates – social media

The 'Warning to Candidates' poster is displayed outside of all examination rooms; before every examination, pupils are reminded of the examination rules and regulations.

3. Identification and reporting of malpractice

4.1 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)

Members of staff initially report suspected malpractice to the examination officer and SLT in charge of examinations and assessments - Mrs G Murphy.

A statement is taken from the member of staff and the pupil involved if the suspected malpractice is to be reported to the exam board. All those interviewed are made aware that awarding bodies reserve the right to share their statements, records or transcripts of any interviews taken to third parties. (SMPP 4.12 and 7.11)

The examination officer will complete the malpractice form, summarizing the information obtained and actions taken, and gather any evidence and give these to the Head of Centre to sign and check.

The exam officer and SLT speak to the pupil and inform them of their individual responsibilities and rights; and all points are discussed that are on the checklist on the M1 form.

4.2 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)
- 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 component prior to the candidate signing the declaration of authentication need not 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 (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)

4.3 Communicating malpractice decisions

Once a decision has been made by the awarding bodies, 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)

4.4 Appeals against decisions made in cases of malpractice

Ysgol Aberconwy 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 process*