



Malpractice Policy (Exams)

Cowes Enterprise College

Malpractice Policy (Exams)

Centre name	Cowes Enterprise College
Centre number	59007
Date policy first created	04/10/2023
Current policy approved by	Adrian Price
Current policy reviewed by	Donna Porter
Date of review	10/10/2025
Date of next review	10/10/2026

Key staff involved in the policy

Role	Name
Head of centre	Adrian Price
Senior leader(s)	Adam Brown
Exams officer	Donna Porter
Other staff (if applicable)	

This policy is reviewed and updated annually to ensure that any malpractice at Cowes Enterprise College 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 documents **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 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 officer, 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 systematic failure. A breach on 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 (SMPP). This list is not exhaustive and does not limit the scope of other definitions set out in the document. Other instances of malpractice may be identified and considered by the awarding bodies at their discretion.

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 19). (SMPP 2)

Purpose of the policy

To confirm Cowes Enterprise College:

- has in place for inspection a Policy 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 Cowes Enterprise College 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

Cowes Enterprise College 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 effective 2025
 - Suspected Malpractice: Policies and Procedures 2024-2025 (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 June 2025

(SMPP 3.3.1)

Additional information:

N/A

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

JCQ Posters for Unauthorised Items and Warnings to Candidates are outside and inside every exam room. Also a member of SLT or Invigilators make announcement at the beginning of every exam to ensure candidates follow the regulations and hand in phone, watches etc. AI use in assessments are discussed before NEAs are started by the Exams Officer and during NEA lessons by teachers.

AI use in assessments

Artificial Intelligence - At the beginning of courses AI is discussed with students and each student is issued a copy of the JCQ Information for Candidates. The misuse of AI would be treated as malpractice. Students must acknowledge any use of AI to avoid misuse/malpractice. Teachers and assessors ensure they are familiar with AI tools, their risks and AI detection tools. We ensure that when students are using computers to complete assessments, teachers and relevant centre staff are able to disable improper internet/AI access where this is prohibited. It is reinforced to students the significance of their declaration where they confirm they are submitting their own work. They are also made aware that Awarding bodies have established procedures for reporting and investigating malpractice. Teachers are aware they must not use AI tools as a sole marker of student work. Full information can be found on the JCQ AI Use in Assessments: Protecting the Integrity of Qualifications.

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)

If a student or member of staff identifies suspected malpractice the first point of contact would be Donna Porter, Exams Officer. The EO would decide if this was malpractice by a student or maladministration by the College. If malpractice this would be passed to Claudine Russell, Data and Exams manager who would collate the evidence, process the details and inform the appropriate awarding body. If maladministration was identified this would be passed to Adrian Price, Head of Centre, who would follow the Maladministration Policy and delegate to a member of SLT to investigate.

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)
- Malpractice by a candidate discovered in a controlled assessment, coursework or non- examination assessment component prior to the candidate signing the declaration of authentication does not need to 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 (the candidate or the 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:

Not applicable.

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:

Not applicable.

Appeals against decisions made in cases of malpractice

Cowes Enterprise College 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**

Additional information:

Please refer to The Complaints Policy

Changes 2025/2026

- Paragraph added in Introduction to include definition of Centre malpractice:

Centre Malpractice

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- Updated dates of documents added into **Preventing malpractice** section
- Name of Data and Exams Manager changed
- Name of Exams Officer changed

Centre-specific changes

Upon review no applicable changes are needed for this document.