



### Exams and Malpractice

Dear Parents/Carers,

As we approach the examination season, we would like to share and reiterate some important information about the rules that govern public examinations and Non-Examined Assessments (coursework/NEA).

All schools must follow the regulations set by the Joint Council for Qualifications (JCQ), the national body that oversees GCSE and A Level exams across all exam boards. These rules are designed to ensure that every student is assessed fairly and that results reflect their own knowledge and effort.

#### What is Malpractice?

Malpractice is any action that gives a student an unfair advantage or means work is not entirely their own. This can include:

- Copying from others.
- Sharing answers or coursework.
- Using notes or unauthorised materials in exams.
- Getting help from someone else that goes beyond normal guidance.
- Submitting work that is not fully the student's own.

For coursework or NEA, all work must be completed independently unless teachers have clearly explained that collaboration is allowed.

#### Artificial Intelligence (AI) and Online Tools

We know that many students now use tools such as AI chatbots, essay generators or homework apps. While these technologies can sometimes help with revision or understanding ideas, they **must not be used to produce work that is submitted as their own**.

If a student:

- Copies text written by AI.
- Asks AI to write or improve an essay or answer.
- Uses AI to generate coursework or homework that contributes to assessment.

This counts as malpractice under JCQ rules, in the same way as copying from another person or a website. Any use of AI in NEAs must be referenced in the work and your child's teacher is the best person to guide students in referencing AI in their work.

Exam boards treat AI-generated work as work that is not the student's own.

#### Possible Consequences

If malpractice is suspected, exam boards must investigate. Outcomes can include:

- Marks being reduced or removed.
- Disqualification from a unit or qualification.
- Loss of certification.

These decisions are made by the exam boards and can affect a student's final grades.

### **How Parents/Carers Can Help**

You can support your child by:

- Encouraging them to complete all assessed work independently.
- Reminding them not to copy from the internet or AI tools.
- Talking to them about using technology responsibly.
- Encouraging them to ask their teacher for help if they are unsure.

If a student is ever uncertain about what is allowed, they should always check with their teacher first. You may also want to read further information in our exam policies <https://www.beaconsfieldhigh.school/about-us/policies>.

Our aim is to support students to succeed honestly and confidently, and to make sure their results truly reflect their hard work. Thank you for your continued partnership in helping us uphold these standards. If you have any questions, please don't hesitate to contact us.

Yours faithfully,

**Emma Pritchard**  
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