



## BEACONSFIELD HIGH SCHOOL

*Limitless Ambition*

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### MALPRACTICE AND MALADMINISTRATION POLICY

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**For Review by: Exams Officer/Assistant Head in charge of Exams**

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## 1. Introduction

This policy applies to the malpractice/maladministration by school staff and students and details the procedure to be followed if an allegation of malpractice/maladministration is made. As we deliver qualifications offered by JCQ awarding bodies, reference should also be made to their procedures using their policy on Suspected Malpractice which can be found here [https://www.jcq.org.uk/wp-content/uploads/2025/04/AI-Use-in-Assessments\\_Apr25\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2025/04/AI-Use-in-Assessments_Apr25_FINAL.pdf)

Malpractice refers to any deliberate act or practice which compromises or threatens to compromise the process and integrity of assessments/examinations, and as a result the validity of the result or certification awarded.

Maladministration refers to any non-deliberate activity, neglect, default or other practice which compromises or threatens to compromise the process and integrity of assessment, and as a result the validity of the result or certification awarded.

It is the responsibility of all school staff and students to be vigilant with regard to any events which may lead to malpractice/maladministration occurring, and report promptly to the relevant member of staff (Examinations Officer or Head of Exams) where they suspect malpractice/maladministration has or may occur so that appropriate action can be taken to address this in line with the Code of Conduct Policy.

The Examinations Officer is responsible for notifying relevant awarding bodies of cases of alleged/actual malpractice and maladministration to ensure the appropriate action may be taken.

## 2. Objectives

- To identify and minimise the risk of malpractice/maladministration by students;
- To identify and minimise the risk of malpractice/maladministration by staff;
- To respond to any incident of alleged malpractice promptly and objectively;
- To standardise and record any investigation to ensure transparency and fairness;
- To impose appropriate penalties and/or sanctions on students and/or staff where incidents (or attempted incidents) are proven;
- To protect the integrity of the school and awarding bodies;

In order to do this for students, the school will:

- Seek to avoid potential malpractice by informing students of the centre's policy on malpractice/maladministration and the possible sanctions imposed by the school and JCQ
- Provide students with the JCQ notices, e.g. Information for candidates, non-examination assessments, coursework, on screen tests, written examinations, social media and plagiarism. These are posted on the exam section of our school website for guidance.
- Inform students about the required conditions under which assessments are conducted including warnings about the introduction of prohibited materials and devices into the assessments, and access to restricted resources.
- Make students aware of possible actions that constitute malpractice
- Ensure students are aware of the sanctions of receiving (even if this was not requested) confidential assessment materials. If a student receives confidential information, they must report it to a member of centre staff immediately.
- Ensure that students who are involved in clash arrangements are aware of appropriate behaviour during supervision, i.e. ensuring that students cannot pass on or receive information about the content of the assessments, thereby committing candidate malpractice.

- Ensure that students completing coursework or non-examined assessments are aware of the need for the work to be their own.

In order to do this for staff, the school will:

- Ensure that staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified by JCQ and the awarding bodies. The school must ensure that staff keep candidate coursework/portfolios of evidence securely stored.
- Ensure that staff are aware of the key dates/deadlines and have robust procedures in place to meet these deadlines
- Ensure that all staff declare any conflicts of interest.
- Ensure that the Examination staff are appropriately trained, resourced and supported in their roles including the applications for special consideration.
- Ensure that the SENCO and Learning Support staff are aware of the requirements for access arrangement and are adequately supported
- Ensure that school staff do not communicate any confidential information about examination and assessment materials via social media
- Ensure examination clash arrangements are planned and managed effectively
- Ensure staff delivering/assessing coursework or non-examined assessments have robust processes in place for identifying and reporting plagiarism or other potential candidate malpractice.
- Ensure that the school has a culture of honesty and transparency so that any concerns of potential malpractice/maladministration can be escalated appropriately without fear of repercussion

### **3. Expectations**

All students are expected to:-

- Avoid sharing their work (electronic or physical) with other students;
- Avoid sharing passwords with other students;
- Only submit work for assessment that is their own original work and must record cited texts and other materials or information sources

All teaching staff are expected to:-

- Declare conflicts of interest;
- Keep candidate coursework/portfolios of evidence secure;
- Work within the professional teaching standards in relation to assessment practices;
- Check for malpractice/maladministration when assessing or moderating work;
- Comply with awarding bodies procedures

All school staff are expected to;

- Declare conflicts of interest;
- Comply with awarding bodies procedures

#### **4. Examples of Malpractice**

##### **Examples of Malpractice/Maladministration by Students**

This list is not exhaustive and other instances of malpractice/maladministration may be considered by the school at its discretion:

- plagiarism of any nature;
- collusion by working collaboratively with other students to produce work that is submitted as individual student work;
- copying (including the use of ICT to aid copying).
- deliberate destruction of another's work;
- fabrication of results or evidence;
- false declaration of authenticity in relation to the contents of a portfolio or coursework;
- impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test
- inappropriate behaviour during an internal or external assessment that causes disruption to others. This includes shouting and/or aggressive behaviour or language and having an unauthorised electronic device that causes a disturbance in the examination room;
- inclusion of inappropriate, offensive, discriminatory or obscene material in assessment evidence. This includes vulgarity and swearing that is outside of the context of the assessment, or any material of a discriminatory nature;
- frivolous content - producing content that is unrelated to the examination paper/question in scripts or coursework;
- unauthorised aids - physical possession of unauthorised materials (including mobile phones, electronic devices, etc) in the examination room, unless a concession has been agreed in advance.
- Misuse or incorrect referencing of AI tool – see section below on Misuse of AI

##### **Examples of Malpractice/Maladministration by Teachers/Assessors**

This list is not exhaustive and other instances of malpractice/maladministration may be considered by the college at its discretion:

- Improper assistance to candidates.
- Inappropriate retention of certificates.
- Facilitating and allowing impersonation.
- failure to provide information on improper assistance to candidates

- inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made;
- failure to keep candidate coursework/portfolios of evidence secure;
- fraudulent claims for certificates, that is claiming for a certificate prior to the learner completing all the requirements of assessment;
- assisting students in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves assessors producing work for the student;
- producing falsified witness statements, for example for evidence the student has not generated;
- allowing evidence, which is known by the staff member not to be the student's own, to be included in a student's assignment/task/portfolio/coursework;
- misusing the condition for special student requirements e.g. support;
- falsifying records/certificates, for example by alteration, substitution, or by fraud;
- failure to comply with awarding organisations procedures for managing and transferring accurate student data.
- Knowingly accepting, or failing to check, inauthentic work for qualification assessments including the use of AI

#### **Examples of Malpractice/Maladministration by Centre Staff**

This list is not exhaustive and other instances of malpractice/maladministration may be considered by the college at its discretion:

- facilitating and allowing impersonation;
- 
- misusing the condition for special student requirements e.g. support;
- 
- falsifying records/certificates, for example by alteration, substitution, or by fraud;
- 
- fraudulent certificate claims, that is claiming for a certificate prior to the student completing all the requirements of assessment;
- 
- failure to comply with awarding organisations procedures for managing/transferring and storing accurate student data;
- 
- failure to distribute certificates.

## **5. AI use in Assessments**

### **What is AI**

AI use refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead towards qualifications. The misuse of AI tools in relation to

qualification assessments at any time constitutes malpractice. Students must submit work for assessments which is their own. This means both ensuring that the final product is in their own words, and isn't copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work.

AI tools must only be used when the conditions of the assessment permit the use of the internet and where the student is able to demonstrate that the final submission is the product of their own independent work and independent thinking.

**Examples of AI misuse include, but are not limited to, the following:**

- 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 the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies

### **How to use and reference AI Tools in line with the regulations**

It is essential that sources which are used are referenced when producing work for an assessment. Appropriate referencing is a means of demonstrating academic integrity and is key to maintaining the integrity of assessments.

If a student uses an AI tool which provides details of the sources it has used in generating content, these sources must be verified by the student and referenced in their work in the normal way. Where an AI tool does not provide such details, students should ensure that they independently verify the AI-generated content – and then reference the sources they have used. In addition, the AI used must also be acknowledged and students must show clearly how they have used it.

Where AI tools have been used as a source of information, a student's acknowledgement must show the name of the AI source used and should show the date the content was generated. For example: ChatGPT 3.5

The student must, retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a non-editable format (such as a screenshot) and provide a brief explanation of how it has been used.

## **6. Reporting alleged malpractice/maladministration**

All school staff have a responsibility for reporting any alleged malpractice/maladministration of staff to their Department Head/MiddleLeader.

All school staff have a responsibility for reporting any alleged malpractice/maladministration of students to the Examinations Officer/Head of Exams.

Alleged malpractice/maladministration may be reported to the school by awarding bodies.

The school will consider allegations that are made verbally but will request in all cases that allegations are put in writing with any supporting evidence that is available.

## 7. Investigations

All investigations will adhere to the following principles:

- **Confidentiality** – by their very nature investigations usually necessitate access to information that is confidential to a school or individuals. All material collected as part of an investigation must be kept secure.
- **Impartiality** - investigations will be undertaken by a nominated investigating officer and assessed against the specific facts/evidence of the case in arriving at a decision about intention and culpability.
- **Rights of individuals** – where an individual is alleged of malpractice/ maladministration they should be informed of the allegation made against them (preferably in writing) and the evidence that supports the allegation. They should be provided with the opportunity to consider their response to the allegation and submit a written statement or seek advice if they wish to. They should also be informed of what the possible consequences could be if the malpractice/maladministration is proven and of the possibility that other parties may be informed e.g., the regulators, the police, the funding agency and professional bodies. The appeals process should also be communicated to them.
- **Staff Interviews** - these interviews should be carried out in line with the school's Staff Disciplinary Policy and Procedure. School staff may request that they are accompanied by a friend or colleague.
- **Student Interview** - students may request that they are accompanied by a friend or colleague. • **Retention and storage of evidence and records** – all relevant documents and evidence should be retained in line with awarding organisations policy and procedures.
- **Decisions and action plans** – all conclusions should be based on evidence. A course of proposed action should be identified, agreed between the college and awarding organisations.
- **Proportionality** – any decision on the outcome must reflect the weight of evidence and the nature of the case – the staff member or student does not have to admit malpractice.
- **Sanctions** – any sanctions applied should be proportionate to the extent of maladministration/malpractice identified (and evidenced) during the investigation.

### **Investigation of alleged malpractice/maladministration by Assessors/Centre Staff**

If malpractice/maladministration is alleged by Assessors/Centre staff there will be a process of investigation, commissioned by the Deputy Headteacher to establish the full facts and circumstances of any allegations or evidence. Such an investigation will usually be under the terms of the school's Staff Disciplinary Policy and Procedure given the potential seriousness of the matter.

The Deputy Headteacher will nominate an investigating officer. In order to avoid conflicts of interest investigations into alleged malpractice/maladministration should not be delegated to the Middle Leader or Head of Department involved in the alleged malpractice.

Any disciplinary investigation will proceed as described in the school's Staff Disciplinary Policy and Procedure and include provision for:

- The member of staff to be informed about the concerns and possible consequences;
- Possible suspension depending on the circumstances of the case;
- The member of staff to be allowed to be accompanied to interviews;
- Collection of evidence related to the alleged malpractice/maladministration;
- The review of evidence and production of a report;
- A decision to be made on whether or not to proceed to a formal disciplinary hearing;
- If necessary, a formal hearing with a right of representation.

#### **Possible Actions Taken by the School**

In cases where it is believed, following an investigation and hearing, that there is clear evidence of malpractice/maladministration:

- The appropriate awarding organisations will be informed by the school of the malpractice and they will be given the supporting evidence;
- The school may take internal disciplinary action in line with Staff Disciplinary Policy. This action will be commensurate with the seriousness of the malpractice/maladministration.

#### **Investigation of alleged malpractice/maladministration by Students**

If malpractice/maladministration is alleged by students there will be a process of investigation undertaken by the nominated investigator to establish the full facts and circumstances of any allegations or evidence.

Investigations will proceed through the following stages:

- The student will be informed about the issues, possible consequences and right of appeal
- The student may be requested to give a written initial statement in the case of external assessment which can be reviewed in line with the JCQ malpractice procedure;
- Collection of evidence related to the alleged malpractice/maladministration;
- The review of evidence and production of a report;

- Formal interview between the Examinations Officer/Head of Exams and the student against whom the allegation has been made;

### **Possible Actions Taken by the College**

In cases where it is believed that there is clear evidence of malpractice/maladministration:

- The appropriate awarding organisations will be informed by the school of the malpractice/maladministration and they will be given the supporting evidence;
- The school may take internal disciplinary action in line with Student Conduct Policy. This action will be commensurate with the seriousness of the malpractice/maladministration.

## **8. Reporting alleged malpractice/maladministration to Awarding Organisations**

The school accepts the responsibility to report any staff or student assessment malpractice/maladministration to the appropriate awarding organisation. The only exception to this relates to assessment malpractice/maladministration in coursework or controlled assessment which is discovered prior to the student signing the declaration of authentication. In these cases, the incident need not be reported to awarding organisations, but will be dealt with in accordance with the school's Student Conduct Policy.

Any work which is not the student's own will not be given credit. In addition, a note will be added to the cover sheet to detail any assistance that has been given.

In all other instances of alleged malpractice/maladministration the nominated investigator will submit the fullest details of the case at the earliest opportunity to the relevant awarding organisations as per awarding organisations regulations. It is understood that in certain cases, awarding bodies may wish to allocate their own staff to join or lead an investigation.

## **9. Appeals**

Assessors and centre staff have the right to appeal against the decision and/or any penalty imposed as a result of a malpractice/maladministration investigation through the Staff Disciplinary Policy process.

Students have the right to appeal against the decision and/or any penalty imposed as a result of a malpractice/maladministration investigation directly to the investigating officer. Appeals should be made within 20 working days of the date they were notified of the decision detailing the fact that they are appealing and their grounds for doing so. Appeals will be dealt with within 20 working days.