

# Littleover Community School




## and Sixth Form Centre

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### Malpractice Policy

### Exams and NEA

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Link Governor	
Centre Name	Littleover Community School
Centre Number	23332

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By:	SLT	Signed:	
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This policy is reviewed and updated annually to ensure that any malpractice at Littleover Community School & Sixth Form Centre 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**.

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## Introduction

### 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 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
- 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)

### 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 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)

### Suspected malpractice

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice. (SMPP 2)

## Purpose of the policy

To confirm Littleover Community School & Sixth Form Centre:

- 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)

## General principles

In accordance with the regulations Littleover Community School & Sixth Form Centre 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)

## Preventing malpractice

Littleover Community School & Sixth Form Centre 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.
- For students using word processors for exams (including A Level Languages and Computing), that online access is restricted and invigilators directed in how to spot inappropriate activity during the exam.

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

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Staff will make students aware of the specific demands of their subject's NEA. They will outline what would be considered malpractice. This could be defined in two ways:

- a) Plagiarism - the deliberate submission of work which is: copied from another source; produced with additional support not declared in the submission statement; produced by someone other than the student.
- b) Misuse of Artificial Intelligence - use of AI assistance tools to produce work.

As a centre, we will ensure that all assessment materials are kept securely and that staff know the signs to look out for when suspecting malpractice.

In exams, a member of SMT or HoY team will be at the start of the exam in order to verify students' identities. All JCQ regulations are followed regarding the spacing of desks, and invigilators are trained to spot any potential incidents of copying.

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## AI Use in Assessments

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As a school, we have been proactive in exploring the teaching and learning benefits of AI (such as ChatGPT and Google Bard) through setting up an AI working group. We will also be ensuring that the controlled conditions expected of NEA/coursework production are adhered to strictly, including monitoring any potential misuse of AI. As JCQ state (Protecting the Integrity of Qualifications 2023), whilst the potential for misuse is new as a result of AI tools, the measures in place to ensure students know to submit work which is entirely their own and for identifying potential malpractice are well-established:

- Those members of staff who work with students on a regular basis are best placed to make determinations about potential misuse of AI.
  - Allocating time under supervised conditions to verify standard of work and relationship to plans and preparation.
  - Early sampling of work.
  - Rigorous monitoring of planning and production processes.
  - Student interviews on any suspicious material.
  - Storage of drafts.
  - Comparisons between drafts.
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## Authentication of Work

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Staff will only authenticate work when they are certain that students have not plagiarised nor misused AI. As part of this process, staff will make sure that students are aware of the following:

- What plagiarism and misuse of AI are: in summary, the submission of work which has been copied or paraphrased and not acknowledging the source through reference, citation and quotation.
  - If using AI, how to correctly acknowledge its use: submitting both the original input feed and output, plus the hyperlink with the information. That the use of AI can affect the marking of the work produced as it may not be able to display the appropriate creativity, independence or creativity required by the mark scheme.
  - The expectation to be interviewed over any suspicious content to verify knowledge and understanding of work submitted.
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- That using AI tools to translate from one language into English and submit this work as their own constitutes malpractice.
- Sanctions/Consequences of malpractice: depending on the severity of the malpractice, this could be loss of marks for the component, or disqualification from the entire qualification. Students will be informed that matters will be passed to exam boards for final decisions.
- From 2026, students will be informed about appropriate use of AI through the JCQ infographic (see Appendix 1).

Littleover Community School does not routinely allow private candidates to undertake qualifications through their centre. Where this does occur, they are normally ex-LCS students. Where there are NEA elements, these will normally be carried forward from a previous series and therefore not need to be authenticated.

Where a private candidate is entered into a qualification with an internally assessed component, LCS staff would put in similar measures to those above in order to ensure the work could be authenticated.

## Identification and reporting of malpractice

### Escalating suspected malpractice issues

Prior to moderation/submission of marks to the exam board/authentication document being signed.

- The teacher should report the matter to their line manager (CC or HoS) to conduct the initial investigation using the following steps where appropriate. Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels (SMPP 4.3)
- Report to the Assistant Headteacher for Assessment and Reporting (always).
- Interview student on suspicious content.
- Ask student if they have committed malpractice.
- Ask student if they understand the consequences of malpractice.
- Copy and paste section into a search engine to check for plagiarism.
- Run the essay through an AI detection software (see list in GR).
- Notify parents of concerns.
- Compare work to previously completed work, especially that which has been completed under supervised conditions to ascertain anomalies.
- Liaise with other subject teachers to verify standard of work and writing/work style/phrasing parallels.

After submission of marks to the exam board.

- Report to the Assistant Headteacher for Assessment and Reporting.
- Assistant Headteacher to direct appropriate staff member to conduct investigation using the steps outlined above/.
- Assistant Headteacher and exams officer to notify head of centre and follow the steps outlined below.

### 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)
- 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)
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- 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)
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- 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)
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### **Communicating malpractice decisions**

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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)

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### **Appeals against decisions made in cases of malpractice**

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Littleover Community School & Sixth Form Centre 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**
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Appendix 1: Infographic to be shared with students



## Information for candidates AI (Artificial Intelligence and assessments)

### What is AI?

AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool.



### What is an AI tool?

AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!



\*The list of certain suppliers of AI-related products is for information purposes only and does not constitute an endorsement by JCQ and awarding bodies. It is each centre's responsibility to investigate and verify any suppliers they use, including any terms and conditions which govern the sale or use of the supplier's products. The list provided is not exhaustive.

### When can I use AI?

- Your teachers may use it in class when teaching the course, but remember teaching in the classroom is not an exam!
- There are some assessments where you can use AI – your teachers will tell you if you can or cannot use an AI tool.
- Remember, the rules are different for different assessments and subjects, so always check with your teachers first!
- When an AI tool is allowed, you must **acknowledge\*\*** the AI tools and the material produced by the AI tool that you have used in your work. If you do not acknowledge AI use, it will be considered as cheating.



### When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply.
- This is what exam boards call **AI misuse and is a form of cheating.**



\*\*Acknowledgment – When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words, for example, *ChatGPT 3.5* (<https://openai.com/blog/chatgpt/>), 25/01/2025.

**IF YOU USE AN AI TOOL, YOU CANNOT GET MARKS FOR WHAT THE AI TOOL HAS PRODUCED, AS IT IS NOT YOUR OWN WORK**

### If I'm allowed to use AI, how is this breaking the rules?

- AI misuse is when you use an AI tool in an exam or assessment where you are not allowed to; and/or
- Where you use an AI tool to create work and then say it's your own.



### How to make sure you don't misuse AI

#### DECLARE

- Remember to sign your declaration form when handing in your work for final assessment.
- Your signature on the declaration form tells your teacher and the exam board that you are saying all the work you're handing in is your own.
- If you have used an AI tool, you must **declare\*\*\*** that you have used it before signing the declaration form!

\*\*\*Declare – this means that when you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

#### ACKNOWLEDGE

If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:

- reference the AI tool you have used
- give the date of when the AI tool generated the content
- give details of how you used it.
- save screenshots of what you have asked or instructed the AI tool to do and what answer the AI gave you, and include this with the work submitted.

LAST CHECKS



Know the rules



Check with your teachers



ACKNOWLEDGE and DECLARE



EFFECTIVE FROM 1 SEPTEMBER 2025