



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

HGS Malpractice Policy (Exams) 2025-26

Member of Staff Responsible
Approved on:
Review date:

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Signed off by:

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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 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 Sign Language 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 (regardless of how the incident might be categorised, as described in SMPP, section 19). (SMPP 2)

Purpose of the policy

To confirm Harrogate Grammar School:

- has in place for inspection 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 Harrogate Grammar School 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 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

Harrogate Grammar School 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 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:

- 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 2025-2026;
- Suspected Malpractice: Policies and Procedures 2025-2026;
- Plagiarism in Assessments;
- AI Use in Assessments: Protecting the Integrity of Qualifications;
- A guide to the awarding bodies' appeals processes 2025-2026
- Guidance for centres on cyber security

(SMPP 3.2)

Informing and advising candidates

Candidates are informed and advised to avoid committing malpractice in examinations/assessments in the following ways:

- All candidates are sent an email by the exams office staff providing them with the following JCQ documents,
 - Information for candidates: AI (Artificial Intelligence and assessments)
 - Information for candidates: Coursework Assessments
 - Information for candidates: Non-examination Assessments
 - Information for candidates: Written Examinations

- Warning to candidates notice
- Unauthorised items poster
- Social Media Infographic
- On your exam day infographic

and the school exams guide in the first term of the academic year they are due to sit their exams. These are also emailed again with their statements of entry in March.

- Teaching staff will discuss with candidates the regulations regarding the work they must produce for their NEA/coursework. This will include how they should reference material, how they can use AI and how they should acknowledge the use of AI, the risks of using AI, what AI misuse is, and how this will be treated as malpractice.
- During mock exams, all exam regulations will be reinforced with candidates by exams office staff, Year managers and invigilators. Candidates will also be briefed by their year manager prior to the start of the main examination period to reinforce the regulations for external examinations.

AI use in assessments

Students complete the majority of their exams and a large number of other assessments under close staff supervision with limited access to authorised materials and no permitted access to the internet. The delivery of these assessments should be unaffected by developments in AI tools as students must not be able to use such tools when completing these assessments, students who need to use a laptop or similar device for exams, will use specific exam accounts which have no access to AI tools.

There are some assessments in which access to the internet is permitted in the preparatory, research or production stages. The majority of these assessments will be Non-Examined Assessments (NEAs), coursework and internal assessments for General Qualifications (GQs) and Vocational & Technical Qualifications (VTQs). JCQ's guidance which is designed to help students and teachers to complete NEAs, coursework and other internal assessments successfully is followed in relation to these assessments.

The following JCQ support materials are also used to help teachers understand and prevent AI misuse and to help students to better understand the rules for use of AI in assessments:

- AI information sheet for teachers,
- AI poster for students,
- AI senior leader presentation for teachers,
- AI teacher presentation for students.

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). In Harrogate Grammar School this should either be to the Exams Manager and/or the Head of Centre.

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 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)
- Candidate malpractice offences relating to the content of work (i.e. inappropriate/offensive content, copying/collusion, plagiarism (including AI misuse) and/or false declaration of authentication) which are discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication, do not need to be reported to the awarding body. Instead, they will be dealt with in accordance with the centre's internal procedures.
- Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where the offence does not relate to the content of candidates' work (e.g. possession of unauthorised materials, breach of assessment conditions) or where a candidate has signed the declaration of authentication, must be reported using a JCQ M1 to the relevant awarding body. If, at the time of the malpractice, there is no entry for that candidate (who the centre intended to enter), the centre is required to submit an entry by the required entry deadline. (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 5.33-3.4)
- 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)

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)

Appeals against decisions made in cases of malpractice

Harrogate Grammar School 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