



**BLYTHE BRIDGE HIGH SCHOOL  
& SIXTH FORM**

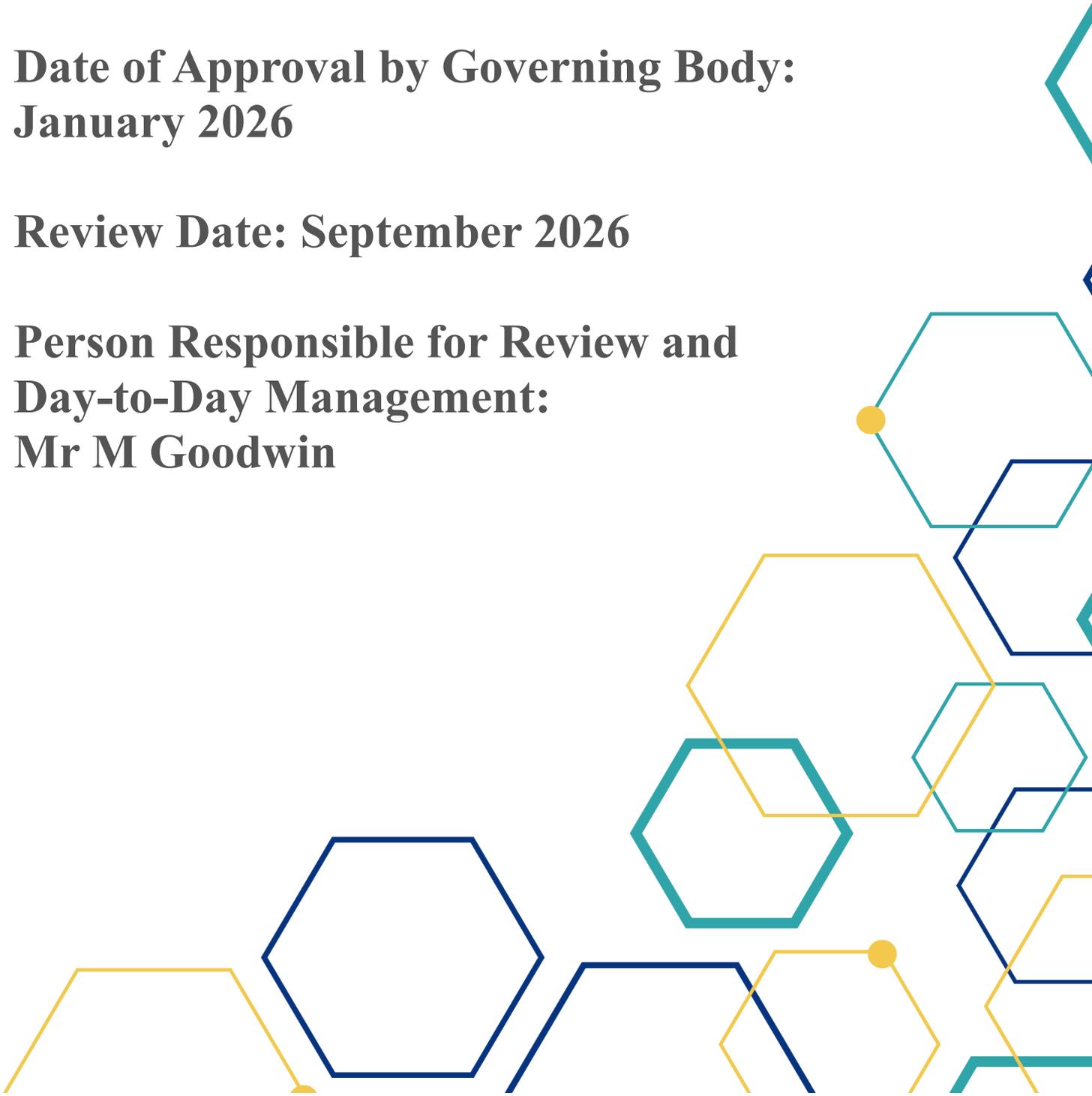
# **Malpractice Procedure (Exams)**

**Drafted by: Mr M Goodwin**

**Date of Approval by Governing Body:  
January 2026**

**Review Date: September 2026**

**Person Responsible for Review and  
Day-to-Day Management:  
Mr M Goodwin**



Head of Centre	Mrs Rachael Johnson
Senior leader(s)	Mr Matthew Goodwin In the absence of M Goodwin – Miss Claire Alford
Exams officer	Mr Matthew Goodwin

Centre Name	Blythe Bridge High School & Sixth Form
Centre Number	30030
Date procedure first created	27/10/2023
Current procedure approved by	LGB
Current procedure reviewed by	Matthew Goodwin
Date of next review	31/10/2026

Reference in the procedure to **GR** and **SMPP** relate to relevant sections of the current JCQ publications **General regulations Approved Centres** and **Suspected Malpractice: Policies and Procedures**.

## 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 procedure uses the word 'malpractice' to cover '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 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 awarding body or centre.

### Candidate Malpractice

'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including preparation and authentication of any controlled assessments, coursework or non-examination assessments, presentation

of any practical work, the compilation of portfolios of assessment evidence and the writing of any paper.

### **Centre Staff Malpractice**

The procedure is reviewed and updated annually to ensure that any malpractice at Blythe Bridge High School & Sixth Form is managed '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 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.

### **Suspected Malpractice**

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice.

### **Purpose of the Procedure**

To confirm Blythe Bridge High School & Sixth Form:

- has in place a written procedure which covers all qualifications delivered by the centre and details how are informed and advised to avoid committing malpractice in examinations/assessments, how suspected issues should be escalated within the centre and reported to the relevant awarding body.

### **General Principles**

In accordance with the regulations Blythe Bridge High School & Sixth Form will:

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, and after examinations have taken place in accordance with current requirements and regulations.
- Inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or involving a candidate or member of staff, by completing the appropriate documentation.
- 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 Procedures** and provide such information and advice as the awarding body may reasonable require.

## **Preventing Malpractice**

Blythe Bridge High School & Sixth Form has in place:

- Robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ publication Suspected Malpractice: Policies and Procedures.
- This includes ensuring that all staff involved in the delivery of assessments and examinations understand requirements for conducting these as specified in the following HCQ documents and any further awarding guidance: *General Regulations for Approved Centre's 2023-2024; Instructions for conducting examinations (ICE) 2023-2024; Instructions for conducting coursework 2023-2024; Instructions for conducting non-examination assessments 2023-2024; Access Arrangements and Reasonable Adjustments 2023-2024; A guide to the special consideration process 2023-2024; Suspected Malpractice: Policies and Procedures 2023-2024; Plagiarism in Assessments; AI Use Assessments: Protecting the integrity of Qualifications; A guide to the awarding bodies' appeals processes 2023-2024 (SMPP 3.3.1)*

Additional information:

### **AI use in assessments**

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. Where AI is used as a source of information, candidates must reference this as per the guidelines in JCQ Information to Candidates. AI misuse is using AI to produce work where students have made a false declaration of authenticity or plagiarised. AI misuse may result in disqualification or debarment from taking examinations. Candidates will be issued with the JCQ Information for candidates - AI (Artificial Intelligence and assessments) or similar centre document prior to completing their work/prior to signing the declaration of authentication.

### **Informing and Advising Candidates**

Candidates are informed and advised on how to avoid committing malpractice including the use of AI via Senior Leader announcement at the beginning of the exam. Candidates are directed to relevant JCQ documents via the school including the JCQ information to Candidates. A link to these documents is sent in a letter/email that is distributed to examination candidates.

Subject teachers with NEA elements are directed to the JCQ AI Use in Assessments: Protecting the Integrity of so they can inform students on how to avoid use of AI could constitute malpractice.

Where AI is used as source of information, candidates must reference this as per the guidelines in JCQ Information to Candidates.

The JCQ Warning to Candidates and JCQ No Mobile Phones posters are displayed outside each exam room. Candidates are reminded of the exam regulations during the invigilator announcement made prior to the start of each examination.

## **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.

Malpractice must be reported to Mr Matthew Goodwin who will discuss with the SLT. This will be escalated to the Head of Centre where appropriate.

### **Reporting suspected malpractice to the awarding body**

- Matthew Goodwin will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of using the appropriate forms, and will conduct any investigation and gathering of information in accordance with requirements of the JCQ publication Suspected Malpractice: policies and Procedures.
- The Head of Centre will ensure that where a candidate who is a child/ vulnerable adult is the subject of an investigation, the candidate's parent/ carer/ appropriate adult is kept informed of the progress of the investigation.
- 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.
- Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination 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.
- If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (a candidate or member of staff) will be informed of the rights of accused individuals.
- Once the information gathering has concluded, the Head of Centre (or other appointed information gatherer) will submit a written report summarizing the information obtained and actions taken to the relevant awarding body, accompanied by the information obtained during the course of their enquiries.

- Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used.
- The awarding body will decide on the basis of the report, and any supporting documentation, whether this is evidence of malpractice and if any further investigation is required. The head of centre will be informed accordingly.

### **Communicating Malpractice Decisions**

Once a decision has been made, it will be communicated in writing to the Head of Centre as soon as possible. Matthew Goodwin will communicate the decision to the individuals concerned and pass on details of any sanctions and action in cases where this is indicated. Matthew Goodwin will also inform the individuals if they have the right to appeal.

### **Appeals Against Decisions Made in Cases of Malpractice**

Blythe Bridge High School & Sixth Form 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**.

The purpose of this procedure is to confirm how Blythe Bridge High School & Sixth Form manages malpractice under normal delivery arrangements in accordance with the regulations to confirm Blythe Bridge High School & Sixth Form has in place a written malpractice procedure which covers all qualifications delivered by the centre and details how candidates 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.