



COOMBE
WOOD
SCHOOL

Malpractice Policy

Policy Area

Key Document

Headteacher

Version

1.0

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1. Purpose of this Policy

This policy sets out the procedures to prevent, detect, manage and report malpractice and maladministration in examinations and assessments at **Coombe Wood School**.

The policy complies with the current requirements of the Joint Council for Qualifications, including:

- *Suspected Malpractice: Policies and Procedures*
- *AI Use in Assessments: Protecting the Integrity of Qualifications*
- *Instructions for Conducting Examinations (ICE)*

This policy is reviewed annually and updated in line with JCQ changes.

2. Definitions

2.1 Malpractice

Any act or omission which compromises the integrity, security or fairness of assessments or qualifications. This includes (but is not limited to):

- Plagiarism
- Collusion
- Cheating
- Impersonation
- Fabrication of results
- Unauthorised assistance
- Failure to follow JCQ regulations
- AI misuse (see Section 8)

2.2 Maladministration

An act, practice or omission which results in non-compliance with JCQ regulations but is not deliberate.

2.3 Artificial Intelligence (AI)

Artificial Intelligence refers to computer systems designed to perform tasks that typically require human intelligence. This includes generative AI tools that can produce text, images, code or other content (e.g. AI chatbots and automated writing tools).

3. Roles and Responsibilities

3.1 Head of Centre (Ms N Williams)

The Head of Centre:

- Has overall responsibility for ensuring compliance with JCQ regulations
- Ensures all staff are aware of their duty to report suspected malpractice
- Reports all required cases to awarding organisations
- Ensures investigations follow JCQ procedures
- Appoints a senior leader to lead investigations where appropriate

3.2 Deputy Head of Centre (Ms J Donohue)

The Deputy Head of Centre:

- Supports oversight and annual review of this policy
- Ensures staff training includes malpractice and AI guidance

3.3 Examination Manager (Ms R McGuire)

The Examination Manager:

- Maintains secure storage of assessment materials
- Logs all suspected malpractice cases
- Supports investigations
- Submits required documentation to awarding organisations

3.4 All Staff

All staff have a responsibility to:

- Prevent malpractice
- Identify potential malpractice
- Report any suspicion immediately to the Examination Manager or Head of Centre
- Follow JCQ procedures at all times
- Failure to report suspected malpractice may itself constitute malpractice.

3.5 Students

Students must:

- Submit work that is entirely their own
- Sign declarations of authentication where required
- Follow all examination regulations
- Use AI only in accordance with Section 8

4. Informing Candidates (Prevention)

Students are informed about malpractice and how to avoid it through:

- Candidate briefings before examinations
- NEA/coursework launch sessions
- Student communication
- Assembly presentations
- AI guidance sessions
- Written instructions issued with each assessment

Students are clearly informed of:

- What constitutes malpractice
- That all suspected malpractice may be investigated
- The potential sanctions imposed by awarding organisations

5. Reporting Procedures

5.1 Identification

Any member of staff who identifies potential malpractice must:

1. Secure any relevant evidence
2. Report immediately to the Examination Manager and Head of Centre
3. Complete a written statement

5.2 Investigation

Investigations will:

- Follow JCQ *Suspected Malpractice: Policies and Procedures*
- Be conducted impartially
- Maintain confidentiality
- Allow the candidate/staff member to respond to allegations

5.3 Reporting to Awarding Organisations

The Head of Centre will report:

- All suspected staff malpractice/maladministration
- All suspected candidate malpractice identified **after** a declaration of authentication has been signed

Incidents identified **before** the declaration of authentication is signed will be managed internally and do not need to be reported to the awarding organisation, in line with JCQ regulations.

6. Internal Appeals

Where a teacher rejects a candidate's work on grounds of malpractice (e.g. plagiarism or AI misuse), the candidate has the right to an internal appeal.

The appeal must:

- Be submitted in writing within 5 working days
- Be reviewed by a senior leader not previously involved
- Be concluded before marks are submitted to the awarding body

7. Recording and Assessment Records

Where improper assistance is identified:

- Assessment records will clearly document the nature of the concern
- Any amendments to marks will be recorded
- Documentation will be retained securely in line with JCQ retention requirements and data protection legislation

8. Artificial Intelligence (AI)

8.1 Appropriate Use of AI

AI may be used:

- For research purposes
- For revision support
- To generate practice questions
- To support planning (where permitted by subject guidance)

AI must not be used to generate assessed work unless explicitly permitted.

8.2 AI Misuse (Definition)

AI misuse includes:

- Submitting AI-generated work as one's own
- Failing to acknowledge AI assistance
- Using AI in an examination setting
- Using AI to rewrite or substantially edit assessed work

AI misuse is treated as malpractice.

8.3 Acknowledging AI Use

Where AI use is permitted:

- Students must clearly acknowledge how AI was used
- AI contributions must be referenced
- The final submission must reflect the student's own understanding

8.4 Risks of AI Use

Students are informed of risks including:

- Inaccurate or fabricated information
- Bias
- Data privacy concerns
- Loss of academic integrity
- Severe sanctions if misused

8.5 Staff Awareness of AI

Staff are made aware of AI guidance through:

- Annual training (September INSET)
- JCQ updates
- Department briefings
- Safeguarding and digital safety training

8.6 Student Awareness of AI

Students are informed about appropriate and inappropriate AI use through:

- Assemblies
- Tutor programme
- Coursework briefings
- Written guidance
- Acceptable Use Agreement

8.7 Ensuring Authenticity of Work

To ensure work is authentically the student's own, teachers may:

- Supervise drafting in controlled conditions
- Review version histories
- Conduct viva discussions
- Compare writing style to previous work
- Use plagiarism detection software
- Request redrafting under supervision

9. Sanctions

Sanctions may include:

- Loss of marks
- Disqualification from a unit or qualification
- Reporting to awarding organisations
- School disciplinary action

Sanctions will follow JCQ guidance and awarding body decisions.

10. Monitoring and Review

This policy:

- Is reviewed annually
- Is updated in line with JCQ changes
- Is shared with the Governing Board
- Is published on the school website