# Buttershaw Business and Enterprise College
# MALPRACTICE POLICY (Exams)
# 2025/26

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| Purpose of this statement | To detail the malpractice policy for exams at Buttershaw Business and Enterprise College |
| Dated | October 2025 |
| Approved/reviewed by | Catherine Cooper/Amanda Fletcher |
| Next Review Date | October 2026 |
| **Key staff involved in policy:** | |
| Head of centre | Andrew Taylor |
| Senior leader(s) | Catherine Cooper |
| Exams officer | Amanda Fletcher |

## ➢ THE ETHOS OF BUTTERSHAW BUSINESS AND ENTERPRISE SCHOOL

At Buttershaw Business and Enterprise College our values are:


**Ambition** - **We** set ourselves challenging goals
**Resilience** - **We** give it a go
**Courtesy** - **We** are polite to everyone
**Kindness** - **We** show we care about those around us.

This policy is reviewed and updated annually to ensure that any malpractice at Buttershaw Business and Enterprise College 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 documents **General Regulations for Approved Centres and Suspected Malpractice: Policies and Procedures.**

**Introduction**

**What is malpractice and maladministration?**

'Malpractice' and 'maladministration' are distinct but related concepts, the common theme being 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 Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe (SMPP 2)

**Centre malpractice**

'Centre malpractice' normally involves malpractice where there is an element of systemic failure, a breach in policies or widespread malpractice such that a centre-level sanction is appropriate (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 1.9). (SMPP 2)

**Purpose of the policy**

To confirm Buttershaw Business and Enterprise College:

- 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 Buttershaw Business and Enterprise College will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments 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**

Buttershaw Business and Enterprise College 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 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 (this document)
- Plagiarism in Assessments
- AI Use in Assessments: Protecting the Integrity of Qualifications
- Post Results Services June 2025 and November 2025
- A guide to the awarding bodies' appeals processes 2025-2026
- Guidance for centres on cyber security

(SMPP 3.3.1)

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

Candidates are informed via JCQ Information to candidates' documents and in assemblies in school held by the head of year and senior staff. Any updates are given during tutor time.

**What is AI**

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, students and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. Buttershaw Business and Enterprise College recognise that AI has many uses to help pupils learn but may also lend itself to cheating and plagiarism.

**Pupils may not use AI tools:**

- During assessments, including internal and external assessments, and coursework
- To write their homework or class assignments, where AI-generated text is presented as their own work

**Pupils may use AI tools:**

- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images.

All AI-generated content must be properly attributed. Where a pupil uses an AI tool, the pupil should retain a copy of the question(s) asked and the AI-generated responses. Pupils must submit this along with the assessment.

**Staff should:**

- Explain to students the importance of submitting work that is a result of their own independent efforts for assessments, and stress to them and to their parents/carers the risks of malpractice;
- Regularly review the malpractice/plagiarism policy to acknowledge the use of AI (e.g. what it is, the risks of using it, what AI misuse is, how this will be treated as malpractice, when it may be used, how it should be acknowledged and how teachers will authenticate work)

- Ensure the department provides clear guidance on how students must reference appropriately (including websites);
- Ensure the department provides includes clear guidance on how students must acknowledge any use of AI to avoid misuse
- Ensure department teachers are familiar with AI tools, their risks and AI detection tools (see the What is AI use and what are the risks of using it in assessments and the What is AI misuse by students' sections);
- Reinforce to students the significance of their declaration where they confirm the work they submit is their own, the consequences of a false declaration, and they have understood and followed the requirements for the subject;
- Remind students that there are procedures for reporting and investigating malpractice
- Ensure teachers are aware they must not use AI tools as the sole marker of student work
- Ensure teachers and Heads of Department are clear about their responsibility to only authenticate and submit work for assessment by the awarding organisation that they are confident is the student's own;
- Have a process in place for teaching staff to follow where misuse of AI is
- suspected before the student has signed the declaration form as this does not
- need reporting to the awarding organisation and must be dealt with in the
- centre directly
- Be aware that AI tools are still being developed and should use such tools with caution as they may provide inaccurate, inappropriate or biased content
- Make students aware of the risks of using AI tools and that they need to appropriately reference AI as a source of information to maintain the integrity of assessments
- Inform students that

For more information on AI misuse, see guidance from JCQ on AI use in assessments **Any misuse of AI tools may be treated as malpractice.**

**AI use in assessments**

With reference to the JCQ guidance for Teachers & Assessors - AI Use in Assessments: Protecting the Integrity of Qualifications:

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, although care must be taken when a student is allowed to use a laptop or similar device for exams, to ensure they 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.

**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.

**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)

Any incidents of suspected malpractice should be reported to the exams officer or senior leader with responsibility for exams in the first instance. This will then be escalated to 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 document **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 that an individual may have committed malpractice, that individual (the candidate or the member of staff) will be informed of all the required information and the accused individual informed of their rights and responsibilities (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 to the relevant awarding body summarising the information obtained and actions taken, 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**

Buttershaw Business and Enterprise College 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 document **A guide to the awarding bodies' appeals processes**