# St Paul's Catholic School

# **Malpractice Policy (inc. AI Exams)**

| Approved by: | Assistant Principal, F Bhana | **Date:** 15 December 2025 |
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| **Last reviewed on:** | 15 December 2025 | |
| **Next review due by:** | 1 December 2026 | |

## Malpractice Policy (inc. AI Exams)

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| Centre name | St Paul's Catholic School |
| Centre number | 25262 |
| Date policy first created | 15/12/2025 |
| Current policy approved by | F Bhana |
| Current policy reviewed by | Z McDonagh |
| Date of review | 15/12/2025 |
| Date of next review | 01/12/2026 |

## Key staff involved in the policy

| Role | Name |
|---|---|
| Head of centre | Mrs S Conaghan (Principal) |
| Senior leader(s) | Mrs J Laidler (Vice Principal) |
| | Mrs S Hodgson (Senior Assistant Principal & DSL) |
| | Mrs F Bhana (Assistant Principal) |
| | Miss L Boyle (Assistant Principal & SENCo) |
| | Rev S O'Looskan (Chaplain) |
| Exams officer | Mrs Z McDonagh |
| Other staff (if applicable) | Mr D Weston (Operations Manager) |

This policy is reviewed and updated annually to ensure that any malpractice at St Paul's Catholic School 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 are 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 St Paul's Catholic 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 St Paul's Catholic School 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

St Paul's Catholic 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 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  3.2)

Additional information:

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

In preparation for public exams, we hold a number of assemblies for students outlining our exam processes,

student responsibility for preparing for exams and what happens in cases of malpractice. The definition of malpractice is clearly laid out to students in advance. JCQ recommended posters are clearly displayed outside all exam rooms and before all exams, invigilators in all rooms read the invigilator announcement using the recommended JCQ wording. All students and parents are sent an examination booklet where it is made clear what malparctice is, what the examination rules are and what would happen should we discover malpractice in an exam.

## AI use in assessments

### What is AI?

Artificial intelligence (AI) is technology that enables computers and machines to simulate human learning, comprehension, problem solving, decision making, creativity and autonomy.

AI use within this policy refers to the use of AI tools to obtain information and content
which might be used in work produced for assessments, which contributes to the
award of qualifications. AI chatbots are AI tools which generate text in response to user prompts and questions can can complete tasks that include:

· Answering questions

· Analysing, improving, and summarising text

· Authoring essays, articles, fiction, and non-fiction

· Writing computer code

· Translating text from one language to another

· Generating new ideas, prompts, or suggestions for a given topic or theme

· Generating text with specific attributes, such as tone, sentiment, or formality

· Generating images, music and video

### When and how can AI be used in exams and 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, although care is 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.

Students will be advised by their teachers when the use of AI tools is acceptable within their coursework or assessment. On occasions where students are permitted to use AI tools, teachers and/or centre staff
will make students aware of the appropriate and inappropriate use of AI, the risks
of using AI, and the possible consequences of using AI inappropriately in a
qualification assessment.

The following JCQ support materials are 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.

**Acknowledging AI Use**

Where AI tools have been used as a source of information, student acknowledgement must show the name of the AI source used and the date the content was generated.

For example:
ChatGPT 3.5 (https://openai.com/ blog/chatgpt/), 25/01/2025.

The student must retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a non-editable format (such as a screenshot) and provide a brief explanation of how it has been used. This must be included with the work the student submits for assessment. If this is not submitted, but the teacher/assessor suspects that the student has used AI tools, the teacher/assessor will need to follow the appropriate next steps within this policy and must take action to assure themselves the work is the student's own. Where the teacher/assessor cannot assure themselves, they must follow the centre's internal procedures and the published guidance for assessment.

Candidates will be issued with of 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.

The JCQ regulations for candidates on referencing may be found in the following:

· Instructions for conducting coursework (https://www.jcq.org.uk/wp-content/ uploads/2024/08/Coursework_ICC_24-25_FINAL.pdf)

· The Information for Candidates documents (https://www.jcq.org.uk/examsoffice/information-for-candidates-documents)

The JCQ guidance for teachers on referencing may be found in the following:

· Plagiarism in Assessments (https://www.jcq.org.uk/exams-office/malpractice/ plagiarism-in-assessments---guidance-for-teachersassessors/)

**What is AI misuse?**

In accordance with section 5.3(k) of the JCQ General Regulations for Approved Centres (https://www.jcq.org.uk/exams-office/general-regulations/), students must submit work for assessments which is their own. This applies to both internal and private candidates.

AI misuse is where a student has used one or more AI tools but has not appropriately acknowledged this use and has submitted work for assessment when it is not their own. Examples of AI misuse include, but are not limited to, the following:

· Copying or paraphrasing sections of AI-generated content so that the work submitted for assessment is no longer the student's own.

· Copying or paraphrasing whole responses of AI-generated content.

· Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations.

· Failing to acknowledge use of AI tools when they have been used as a source of information.

· Incomplete or poor acknowledgement of AI tools.

· Submitting work with intentionally incomplete or misleading references or bibliographies

AI misuse constitutes malpractice as defined in the JCQ Suspected Malpractice:

Policies and Procedures (https://www.jcq.org.uk/exams-office/malpractice/).

**Authentication Procedures**

Identifying the misuse of AI by students requires the same skills and observation techniques teachers are already using to assure themselves student work is authentically their own.

Teachers must be sufficiently familiar with a candidate's general standard to judge whether the piece of work submitted is within their capabilities.

Where required by the awarding body's specification, the following procedures apply.

All candidates must sign a declaration to confirm that the work they submit for final assessment is their own unaided work. This must take place as soon as the candidate has completed the assessment.

Teachers must sign a declaration of authentication after the work has been completed, confirming that:

· the work is solely that of the candidate concerned;

· the work was completed under the required conditions

If teachers cannot confirm that the work presented by a candidate is their own and has been completed, under the required conditions:

· do not accept the candidate's work for assessment;

· record a mark of '0' (zero) for internally assessed work.

If a teacher suspects the misuse of AI before the candidate has signed the centre declaration, St Paul's Catholic School will follow our internal procedures and will not be reported to the awarding body. If the centre declaration has been signed, the centre will report the incident to the awarding body in line with this malpractice policy (see below).

St Paul's Catholic School do not accept private candidates where NEA's or coursework are required.

Candidates will be issued with of 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.

## 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)

**All staff members have a responsibility to report any suspected malpractice.**

If a member of staff or an invigilator suspects malpractice it should be reported to the Exams Officer in the first instance. The Exams Officer will immediately inform the SLT link for Examinations. The EO and SLT link will gather all relevant details and refer to the Head of Centre to establish next steps. All actions will be taken and reported in line with the awarding bodies and JCQ guidance.

**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 committedmalpractice, 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)

Additional information:


## 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)

Additional information:


## Appeals against decisions made in cases of malpractice

St Paul's Catholic 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 document **A guide to the awarding bodies' appeals processes**

Additional information:

## Changes 2025/2026

(Added) New heading **Centre malpractice** added.

(Added) Under heading **Preventing malpractice** added to the list of JCQ documents.

(Added/amended) Under heading **AI use in assessments**:

· additional/amended text added in bullet points to reflect slight changes in SMPP

· optional insert field added referencing the JCQ document I**nformation for candidates - AI (Artificial Intelligence and assessments)** or similar centre document.

(Amended) Under heading **Reporting suspected malpractice to the awarding body** text amended to reflect wording changes/additions in SMPP.

## Centre-specific changes

(Added) Under heading **AI Use in Assessments** added AI Malpractice information