



KING WILLIAM'S COLLEGE

GCSE/IGCSE Malpractice Policy (Exams)

King William's College

Last Reviewed: 10/25

Next Review: 10/26

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This policy is reviewed and updated annually to ensure that any malpractice at King William's 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

'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 use 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 King William's 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 King William's 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

King William's 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
 - Malpractice Policy (Exams) 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)

And for Cambridge International examinations:

- Cambridge Handbook and UK supplement for Cambridge International examinations 2025

Staff are reminded to read the appropriate documents and apply the guidance given therein at the start of the year and to ask the Exams Officer if clarification is required. Links to the documents are provided in the Exam Office Information section on Firefly.

The link for the current copy of the GR is also sent to all members of the Senior Leadership Team at the start of the academic year by the Exams Officer.

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

Candidates are warned about committing malpractice at two exams briefings held by the Exams Officer at the start of the academic year to cover NEA and written examinations, and before they go on study leave to cover written examinations in the June Session. Attendance is checked by the Head of Year and a follow up briefing is held for those candidates that are absent.

Information for candidates explaining what malpractice is and how to avoid committing it is also provided on Firefly and candidates are directed to read this and ask if they have any questions.

AI use in assessments:

With reference to 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 material and no access to the internet.

The school will adhere to the guidance given in the JCQ AI Use in Assessments – Protecting the Integrity of Qualifications guidance which explains what AI misuse is, how this will be treated as malpractice, when it may be used and how it should be acknowledged.

In order to comply with the guidance issued by JCQ in the “JCQ AI Use in Assessments – Protecting the Integrity of Qualifications guidance” and “JCQ Plagiarism in Assessments guidance for teachers” and Cambridge International “Teaching, learning, assessment and artificial intelligence” guidance (<https://www.cambridgeinternational.org/support-and-training-for-schools/artificial-intelligence/>) subject teachers in those GCSE subjects that have an NEA/coursework or online component will read and adhere to the guidance given therein and also

- will remind students of the importance of students submitting their own independent work (a result of their own efforts, independent research, etc) for assessments and stress to them and to their parents/carers the risks of malpractice;
- provide clear written guidance on how students should reference appropriately (including websites);
- give clear guidance on how students should acknowledge any use of AI to avoid misuse (referencing the <https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/>) section on Acknowledging AI use);

- ensure that they are familiar with AI tools, their risks and AI detection tools (see https://www.jcq.org.uk/wp-content/uploads/2025/04/AI-Use-in-Assessments_Apr25_FINAL.pdf)
- ensure that, where students are using word processors or computers to complete assessments, that they are aware of how to disable improper internet/AI access where this is prohibited. Support from the IT Department is available for this.
- ensure that each student is issued with a copy of, and understands, the appropriate JCQ Information for Candidates (<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>);
- reinforce to students the significance of their (electronic) declaration where they confirm the work they're submitting is their own, the consequences of a false declaration, and that they have understood and followed the requirements for the subject;
- remind students that awarding teachers and awarding bodies have procedures for reporting and investigating malpractice.
- Students are also advised at the candidate briefing and on the NEA pages on Firefly that awarding teachers and awarding bodies have procedures for reporting and investigating malpractice.
- will not use AI tools as the sole marker of student work.

Candidates will be issued with of the JCQ Information for candidates - AI (Artificial Intelligence and assessments) or 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) This will be their Head of Faculty or the Deputy Head if the Head of Faculty is suspected of maladministration.

Invigilators or any member of staff involved in the exam process (including NEA) will report the malpractice to the Exams Officer. If the Exams Officer is suspected of maladministration, then the Invigilator may report the issue directly to the Head of Centre.

A written statement will be obtained outlining what the malpractice was and who was involved. The candidate or member of staff involved will be informed and a written statement will also be obtained from them.

The Exams Officer will notify the Head of Centre. Malpractice issues will always 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 or 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)
- For Cambridge International: Notification of Suspected Centre Staff Malpractice: Exam Day – Form 9a, Suspected Centre Staff Malpractice Report: Exam Day – Form 9b and/or Suspected Candidate Malpractice Report: Exam Day – Form 9c will be used.

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

King William's 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.