



The Bishop of Hereford's Bluecoat School

Exam Malpractice Draft Policy

SLT Lead: Ellie Bunston

Governor Committee Approval: AQT

Review Date: September 2026

1. Key staff involved in the policy

Head of centre	Tom Williams
Senior leader(s)	Ellie Bunston
Exams officer	Clara Lobban

This policy is reviewed and updated annually to ensure that any malpractice at The Bishop of Hereford Bluecoat 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 publications **General Regulations for Approved Centres** and **Suspected Malpractice - Policies and Procedures**.

2. Introduction

'Malpractice', means any act, default or practice which is a breach of the Regulations or which:

- Gives rise to prejudice to candidates;
- and/or compromises public confidence in qualification
- 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 Definitions)

Malpractice includes maladministration and instances of non-compliance with the regulations, and includes activity such as failure to adhere to the regulations regarding the conduct of controlled assessments, coursework, examinations and non-examination assessments, or failures of compliance with JCQ regulations in the conduct of examinations/assessments and/or the handling of examination question papers, candidate scripts, mark sheets, cumulative assessment records, results and certificate claim forms. This list is not exhaustive. (SMPP Definitions)

3. Purpose of the policy

The purpose of this policy is to confirm how The Bishop of Hereford Bluecoat School manages malpractice under normal delivery arrangements in accordance with the regulations.

4. General principles

In accordance with the regulations The Bishop of Hereford Bluecoat School will:

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations 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 JCQ publication **Suspected malpractice - Policies and procedures** and provide such information and advice as the awarding body may reasonably require (GR 5.11)

Candidate malpractice

'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the use of Artificial Intelligence (we will refer to the JCQ policy in each instance of evidence of the use of AI), 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 writing of any examination paper (SMPP Definitions)

Robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ publication **Suspected Malpractice: Policies and Procedures**. (SMPP 4.3)

This includes ensuring that all 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*
- *Plagiarism in Assessments*

- *AI Use in Assessments: Protecting the Integrity of Qualifications*
- *A guide to the awarding bodies' appeals processes 2025-2026 (SMPP 3.3.1)*

Conduct during Examinations / NEA

Candidates are reminded through assemblies, distribution of *BHBS Information for Students* and Mock Exams that any behaviours against JCQ regulations can lead to a suspected malpractice investigation and potential sanction from the Awarding Bodies.

This includes, but is not limited to:-

- Use of unauthorised material in the examination room (e.g. phones, [\[WMT1\]](#) airpods/earphones, electronic devices, watches, blank paper, notes)
- Breaches of Examination conditions (e.g. disruptive behaviour, non-compliance to the instructions given by an invigilator)
- Communicating with another candidate within the examination room.
- Inclusion of offensive or obscene material in scripts or NEA.
- Plagiarism.
- Use of Social Media for exchange of real or fake assessment material.

Possible sanction from the Awarding Bodies could include, but is not limited to:-

- A warning
- Loss of all marks for a component
- Disqualification from the whole qualification
- Barred from entering for examinations for a set period of time.

Artificial Intelligence use in Assessments

To prevent misuse of AI within assessments:-

- Candidates are reminded of the importance of submitting their own work for assessments. Failure to do so will result in malpractice. The awarding body may deem this as a form of plagiarism and there is potential for a 'loss of certification opportunity'.
- The Bishop of Hereford's Bluecoat School endeavours to ensure that no student can access any tools (i.e. AI chatbots) through blocking / restricting access to any sites that are deemed as a risk.

- Where appropriate, BHBS will allocate time for sufficient portions of work to be done in class under direct supervision to allow the teacher to authenticate each student's whole work with confidence
- Examine intermediate stages in the production of work in order to ensure that work is underway in a planned and timely manner and that work submitted represents a natural continuation of earlier stages
- Ensure students are advised on how to reference appropriately (including websites). [\[WMT2\]](#)

If there is a suspicion that AI has been used (and not referenced correctly) [\[WMT3\]](#) by a candidate then this will be robustly investigated. An AI detection tool will be used, if required. This will be used alongside the teachers' own comments as they will be best placed to advise whether the work produced is in the same format as previously generated work by the candidate.

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 Definitions)

5. Reporting and investigating malpractice

- Where suspected malpractice is identified by the centre, the head of centre will ensure the individual responsibilities are undertaken in accordance with the requirements (SMPP 2.5)
- Where suspected malpractice is identified by the centre, the head of centre will submit full details of the case immediately to the relevant awarding body (SMPP 4.2)
- Form JCQ/M1 (Suspected candidate malpractice) or Form JCQ/M2 (Notification of suspected malpractice/maladministration involving centre staff) will ideally be used to notify an awarding body of an incident of malpractice (SMPP 4.2)
- Malpractice by a candidate discovered in a controlled assessment, coursework or non- examination assessment 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 (SMPP 4.2)
- The head of centre/appointed information gatherer will gather evidence into allegations of malpractice and deal with the investigation in accordance with the deadlines and requirements set by the awarding body (SMPP 6)

- If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (a candidate or a member of staff) will be informed of the rights of the accused individual (SMPP 6.13)
- After gathering evidence relating to a malpractice investigation, the head of centre will submit a full written report of the case accompanied by any appropriate documentation to the relevant awarding body (SMPP 7)
- Form JCQ/M1 or Form JCQ/M3 (Report into suspected malpractice/maladministration involving centre staff) will be used as the basis of the report (SMPP 7)
- 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 7)

6. Communicating malpractice decisions

- The awarding body will determine the application of a sanction according to the evidence presented, the nature and circumstances of the malpractice, and the type of qualification involved (SMPP 12)
- Once a decision has been made by the awarding body, it will be communicated in writing to the head of centre as soon as possible (SMPP 13)
- The head of centre will communicate the decision to the individual concerned and to pass on details of any sanctions and action in cases where this is indicated (SMPP 13)

7. Appeals against decisions made in cases of malpractice

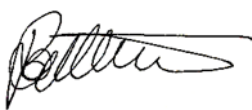
- Information on the process for submitting an appeal will be sent to all centres involved in malpractice decisions (SMPP 14)

The Bishop of Hereford Bluecoat School will:

- Provide the individual with information on the process 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**

Approved by the AQT Governors Committee at their meeting of 6th November 2025



Signed:

(Chair of AQT Governors Committee)

