



**Fairfield
High School**

Achieving Excellence



Fairfield High School

Malpractice Policy

(Exams/Assessments)

This policy is regularly reviewed to ensure compliance with current regulations.

Approved/reviewed by	
Principal	
Date of next review	September 2026

Key staff involved in the policy

Role	Name
Head of centre	Edel Cronin
Senior leader(s)	Cashan Campbell
Exams officer	Nadia Pawlowska
Other staff (if applicable)	Jacob Francis

This policy is reviewed and updated annually to ensure that any malpractice at Fairfield High 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**.

1. Introduction

1.1 What is malpractice and maladministration?

'Malpractice' and 'maladministration' are 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).

1.2 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 nonexamination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the completion of any examination. (SMPP 2).

1.3 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).

1.4 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 19). (SMPP 2)

2. Purpose of the policy

To confirm Fairfield High 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).

3. General principles

In accordance with the regulations Fairfield High 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)

4. Preventing malpractice

Fairfield High 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 2024-2025
 - 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 2026 and November 2025
 - A guide to the awarding bodies' appeals processes 2025-2026

(SMPP 3.3.1)

Additional information:

- NA.

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

Exam regulations are shared with students through a series of assemblies - that outline expectations, procedures, timings, equipment available to them and which is not. Through the Exam Team and Achievement Teams, students are offered space to drop in and ask questions regarding exam expectations and procedures they must follow e.g., infringement materials/resources including AI, markings on hands. Candidates are given exam literature, including links to the school website with all the information and policies. Parents/Guardians are sent copies of all exam literature and it is available electronically through Parent Mail. There is an exam board in the atrium (communal space) for students to access information. All PPE series are ran in the exact same way as formal GCSEs to ensure consistency of messaging and expectations/procedures - this helps to prepare candidates. The notices are displayed outside all examination spaces to prompt candidates. During the Mock series and formal GCSEs students must adhere to checks prior to entering the exam door and hall e.g., checking of hands, emptied pockets, water bottles without labels, devices switched off, plastic and in bags, see-through pencil cases with explicit equipment allowed for each exam. Students are re-reminded of expectations before the exam starts by the lead invigilator, equating to three checks before the exam begins.

4.2 AI use in assessments

Through Key Stage 3 and into Key Stage 4, students are informed by teachers and during the exam series, including coursework periods, that plagiarism, including the use of artificial intelligence is not permitted. Any such action could result in consequences in-line with our Behaviour for Learning Framework. However, during Mocks students are informed of the exam process that would occur during formal GCSEs; contacting the exam board, reporting the malpractice and the impact on their grade outcome and disqualification process. The same would be reiterated during forming GCSEs.

5. Identification and reporting of malpractice

5.1 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)

If there is a report of malpractice the invigilation team will report to the Exam Officer, NPA. The student, their belongings would be escorted to the senior exam leads; the Exam Lead, CCM or Head of Key Stage 4, JFR. There the exam officer would explain the situation to the senior exam lead/s, student would verbalise their experience and then write a statement explaining their perception of the situation. Any staff involved would be asked to write their accounts, the information would be compiled as part of the investigation. The exam officer would then note down the incident, including an electronic record and complete the paperwork to share with the exam board. The senior exam team would then complete the internal investigation and liaise with the principal, ECR to ensure the appropriate consequence was implemented in line with the Behaviour for Learning Framework.

5.2 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)
- Malpractice by a candidate discovered in a controlled assessment, coursework or non- examination assessment component prior to the candidate signing the declaration of authentication does not need to 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 4.5)
- If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (the candidate or the member of staff) will be informed of the rights of accused individuals (SMPP 5.33)
- Once the information gathering has concluded, the head of centre (or other appointed information gatherer) will submit a written report summarising the information obtained and actions taken to the relevant awarding body, 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:

- The ALS lead/SENDCo - Kate Smee.

6. 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:

NA.

7. Appeals against decisions made in cases of malpractice

Fairfield High 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:

- NA.

8. Changes 2025/2026

- Under headings **What is malpractice, Candidate malpractice, Suspected Malpractice** amended to reflect slight wording changes in SMPP.
- Under heading **Purpose of the policy**: To confirm Fairfield High School: has in place a written malpractice policy which covers all qualifications delivered by the centre and details 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
- (Amended to reflect the change in GR 5.3) To confirm Fairfield High 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)
- Under heading **General Principles**, bullet point amended to reflect the change in GR 5.11: take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations assessments have taken place
- Under heading **Preventing Malpractice**: Updated the list of JCQ documents.
- Under the heading **Informing and advising candidates how to avoid committing malpractice in examinations/assessments** updated the prompt in the insert field to: Detail the process in your centre which confirms how, when and by whom candidates are informed and advised to avoid committing malpractice in examinations/assessments. Describe the process and 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). Confirm when this takes place and include the name(s) and/or role(s) of those staff involved in briefing candidates.

9. Centre-specific changes

Upon review in September 2025, the only Centre-specific update that was required was the change in policy framework. To ensure this, this document has been embedded including ensuring malpractice is within the Behaviour For Learning Framework.