



Welshpool High School
Ysgol Uwchradd Y Trallwng

Raising Achievement By Raising Expectations

Codi Cyrhaeddïad Trwy Godi Disgwyhadau

Welshpool High School

EXAMINATION MALPRACTICE POLICY

Date Reviewed: March 2026

Date for Review: March 2027

Signed:
Chair of Governing Body

Date: 19/03/2026

Signed:
Headteacher

Date: 19/03/2026

Aim:

- To identify and minimise the risk of malpractice by staff or learners.
- To respond to any incident of alleged malpractice promptly and objectively.
- To standardise and record any investigation of malpractice to ensure openness and fairness.
- To impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven.
- To protect the integrity of this centre's qualifications.

In order to do this, the centre will:

- Seek to avoid potential malpractice by informing learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
- Show learners the appropriate formats to record cited texts and other materials or information sources.
- Ask learners to declare that their work is their own.
- Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.
- Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Head of Centre/Exams Officer/Lead Invigilator and all personnel linked to the allegation. It will proceed through the following stages:
 - Interviews and statements taken from all parties.
 - Analysis of the work submitted.
 - Contact made with Exam board.
 - Contact made with parents.
 - Completion of Form JCQ/M1 and submission of evidence.
- Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
- Give the individual the opportunity to respond to the allegations made.
- Inform the individual of the avenues for appealing against any judgment made.
- Document all stages of any investigation.

Where malpractice is proven, the exam board will apply penalties/sanctions.

More information can be found at <http://www.jcq.org.uk/exams-office/malpractice>

Definition of Malpractice by Learners

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

- Plagiarism of any nature.
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work.
- Copying (including the use of ICT to aid copying).
- Deliberate destruction of another's work.
- Fabrication of results or evidence.
- False declaration of authenticity in relation to the contents of a portfolio or coursework.
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.

Use of Artificial Intelligence (AI) in Assessments

Using AI, for example, ChatGPT etc, to generate or modify content to evade plagiarism detection is deemed as malpractice.

Examples of AI misuse include:

- copying or paraphrasing sections of AI-generated content so that the work is no longer the learner's own.
- copying or paraphrasing whole responses of AI-generated content using AI to complete parts of an assessment so that the work does not reflect the learner's own work, analysis, evaluation, or calculations.
- failing to acknowledge and reference the use of AI tools when they have been used as a source of information.
- submitting work with intentionally incomplete or misleading references or bibliographies.

Work submitted for assessment must be the learner's own and they are required to ensure that all submitted work is their own and valid for assessment purposes.

If any sections of learner's work are reproduced directly from AI generated responses, those elements must be identified by the learner, and they must understand that this does not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded.

Teachers and assessors must only accept work for assessment which they consider to be the learner's own and where teachers have doubts about the authenticity of learner's work submitted for assessment (for example, they suspect that parts of it has been generated by AI, but this has not been acknowledged), they must investigate and take appropriate action.

Dealing with Suspected Candidate Malpractice

Internally Marked NEA, Controlled Assessment or Portfolio Assignment.

If a member of staff suspects a candidate of malpractice, the candidate will be informed, and the allegations will be explained. The candidate will have the opportunity to give a statement before any final decision is made.

If the candidate accepts that malpractice has occurred and has not yet signed a candidate declaration, they will be given the opportunity to repeat the assignment. If the malpractice is proven following the investigation, centre staff may decide to re-mark previous assignments, and these could also be rejected if similar concerns are identified.

If malpractice is discovered after a candidate has signed a declaration this will be reported to the Awarding Body.

If work is submitted for moderation/verification or for marking which is not the candidate's own, the awarding body may not be able to issue a result for that candidate.

Externally Marked Examinations

If a member of staff suspects a candidate of malpractice during an externally marked examination, the candidate will be informed, and an investigation will be undertaken by the Exams Officer.

All cases of suspected candidate malpractice will be reported to the Awarding Body in accordance with JCQ regulations and requirements.

As part of the investigation the candidate will be:

- informed of the allegation made against them.
- informed what evidence there is to support the allegation.
- informed of the possible consequences should the malpractice be proven.
- given the opportunity to consider their response to the allegation.
- given the opportunity to submit a written statement.
- informed of the Awarding Body outcome.
- informed of the applicable appeals procedure should a decision be made against them.

Sanctions for Candidate Malpractice

Where a candidate has been reported to an Awarding Body for suspected malpractice which is subsequently proven, the following sanctions may be imposed:

- **Warning:** the candidate will be issued with a warning that if the offence is repeated within a set period of time, further specified sanctions will be applied.
- **Loss of marks for a section:** the candidate loses all the marks gained for a discrete section of the work. A section may be part of a component or a single piece of controlled assessment if this consists of several items.
- **Loss of marks for a component:** the candidate loses all the marks gained for a component.
- **Disqualification from a whole qualification:** The candidate is disqualified from the whole qualification taken in the exam series or academic year.
- **Disqualification from all qualifications taken in the exam series:** If circumstances suggest, the above penalty may be applied to other qualifications.

- **Candidate debarred:** The candidate is barred from entering one or more examinations for a set period of time. This penalty may be applied in conjunction with any of the other penalties above if the circumstances warrant it.

Right to Appeal - Candidate Malpractice

A candidate may appeal against sanctions imposed on them. Appeals will be made by the centre on behalf of a candidate and conducted in accordance with the JCQ Suspected Malpractice in Examinations and Assessments Policies and Procedures and Awarding Body Procedures.

Definition of Malpractice by Centre Staff

- This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:
- Improper assistance to candidates.
- Inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made.
- Failure to keep candidate coursework/portfolios of evidence secure.
- Fraudulent claims for certificates.
- Inappropriate retention of certificates.
- Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves centre staff producing work for the learner.
- Producing falsified witness statements, for example for evidence the learner has not generated.
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework.
- Facilitating and allowing impersonation.
- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment.
- Falsifying records/certificates, for example by alteration, substitution, or by fraud.
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment.

Right to Appeal - Centre Staff Malpractice

The member of staff may appeal against sanctions imposed on them. Appeals will be conducted in accordance with JCQ regulations and requirements.

Dealing with Suspected Staff Malpractice

Investigations into allegations will be coordinated by the Head of Centre, who will ensure the initial investigation is carried out within ten working days and in accordance with the JCQ regulations and requirements.

The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. Where appropriate,

the staff member concerned, and any potential witnesses will be interviewed, and their version of events recorded.

The member of staff will be:

- informed in writing of the allegation made against them.
- informed what evidence there is to support the allegation.
- informed of the possible consequences, should malpractice be proven.
- given the opportunity to consider their response to the allegations.
- given the opportunity to submit a written statement.
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required).
- informed of the applicable appeals procedure, should a decision be made against them.
- informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or relevant professional bodies.

Under the United Nations Convention on the Rights of the Child and the Welsh Assembly Government's overarching strategy document *Rights to Action*, all children and young people must be provided with an education that develops their personality and talents to the full. The Education Act 2002 further strengthens schools' duty to safeguard and promote the welfare of all children and young people.