



Exam Malpractice Policy

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Date:	September 2024
Review date:	September 2025

The St Thomas More Mission:

We the St Thomas More family, ‘aspire not to have more but be more’.

We aspire not to have the world but be more for the world.

#BeMore

We are **A**uthentic we seek to find our true vocation and who we really are

We are **S**acred we are loved and made in the image of God

We are **P**assionate we strive to grow and be our best selves

We are **I**nspirational what we do here can help us change the world

We are **R**esilient for our greatest learning comes when we make mistakes

We are **E**mpathetic we are called to care for all in our community and the world

Examination Malpractice Policy

Purpose of the Policy

To confirm that St Thomas More CVA 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 (GR 5.3)

General principles

In accordance with the regulations St Thomas More 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)

Preventing malpractice

St Thomas More has in place:

- 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 are informed of the requirements for conducting these as specified in the following JCQ documents and any further awarding body guidance:
 - *General Regulations for Approved Centres 2024-2025*
 - *Instructions for conducting examinations (ICE) 2024-2025*
 - *Instructions for conducting non-examination assessments 2024-2025*
 - *Access Arrangements and Reasonable Adjustments 2024-2025*
 - *A guide to the special consideration process 2024-2025*
 - *Suspected Malpractice: Policies and Procedures 2024-2025*
 - *Plagiarism in Assessments*
 - *AI Use in Assessments: Protecting the Integrity of Qualifications*

Artificial intelligence (AI)

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. Beech Lodge School recognises that AI has many uses to help pupils learn but may also lend itself to cheating and plagiarism.

Pupils **may not** use AI tools:

- During assessments, including internal and external assessments, and coursework
- To write their homework or class assignments, where AI-generated text is presented as their own work

Pupils **may** use AI tools:

- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images. All AI-generated content must be properly attributed
- Where a pupil uses an AI tool, the pupil should retain a copy of the question(s) asked and the AI-generated responses. Pupils must submit this along with the assessment.

Staff should:

- Be aware that AI tools are still being developed and should use such tools with caution as they may provide inaccurate, inappropriate or biased content
- Make students aware of the risks of using AI tools and that they need to appropriately reference AI as a source of information to maintain the integrity of assessments

For more information on AI misuse, see JCQ's '*AI Use in Assessments: Protecting the Integrity of Qualifications*'. Any misuse of AI tools may be treated as malpractice.

Informing and advising candidates

A candidate assembly is held in the Autumn term and, again, before the start of the summer exam season.

JCQ documentation and infogram materials are displayed in school and on the school's Parent and Pupil VLE, a Candidate booklet is also issued to each Yr11 pupil prior to the exam season.

Reporting suspected malpractice to the awarding body – this will be carried out in accordance with the JCQ Malpractice guidance and regulations by the Head of Centre, supported by the Exams Officer.

Reporting and escalating malpractice

All cases should be reported to the relevant Teacher/Exams Officer/Invigilator as soon as suspected.

The Exams officer will inform the Deputy Head and Head of Centre.

The above, will refer to the regulations, investigate and collect statements where required and may contact the Exam Boards for advice in determining if Malpractice has occurred.

If the school suspects that Malpractice has occurred they will inform the person suspected of malpractice that this is to be reported to the Exam Boards – according to the JCQ regulations on Malpractice.

Communicating malpractice decisions

Outcomes received from the Exam board will be communicated to the relevant parties by the Deputy Head, in good time to enable an appeal to be made.