



Exam Malpractice Policy

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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 2025' 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 2025)
- 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 2025-2026*
 - *Instructions for conducting examinations (ICE) 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*

Artificial intelligence (AI)

Identifying misuse:

Teachers and leaders will use a wide range of approaches to review work. These include comparing the assessment material with work previously created by the student.

If a staff member suspects malpractice, then the piece of work in question must be submitted to the Exams Officer who will investigate in line with the maladministration and malpractice sections of this policy.

In conclusion we are keen to embrace the opportunities new technology provides, whilst maintaining the integrity and fairness of assessments.

Staff have been directed towards the AI Use in Assessments: Protecting the Integrity of Qualifications guidance.

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. St Thomas More recognises that AI can be used to expand classroom instruction, facilitate personalised learning and develop student curiosity and critical thinking but there is also the risk of cheating and plagiarism.

Pupils **may not** use AI tools:

- During assessments, including internal and external assessments, and NEA work, 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 along with the date. Pupils must submit this along with the assessment.
- All use of AI should be referenced in the work submitted in accordance with the Exam Boards' requirements. Teachers inform and remind pupils of those requirements during the course.

Staff should follow the below guidance to ensure that the work they accept is authentically the student's own.

- 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
- Ensure that Pupils complete as far as possible their NEA work in the school setting and monitor any use of AI.
- Ensure that students are clear about how to reference the use of technology and websites appropriately.

- Ensure they are familiar with AI tools, their risks and the available AI detection tools.
- If necessary, to request the IT department's assistance to disable access to AI/internet for pupils if required.
- Reinforce to students the importance of their declaration when they confirm that the work they submit is their own and the consequences of a false declaration
- Regularly check understanding with verbal discussion about their work to ascertain that they understand it and it reflects their independent work.
- Not accept, without further investigation, any work that they suspect may have been generated without proper acknowledgement

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.**

Examples of the misuse of AI include:

- Presenting any work made by AI – including Artwork, D&T designs, Text, Music scores as a pupil's own work.
- Failure to reference the use of AI correctly: you must name the AI tool used, the date the content was generated, explain how you used the AI content, save a screen shot/printout of the questions you asked and the answers you got.

Informing and advising candidates and Staff

Candidates

A candidate assembly is held in the Autumn term and, again, before the start of the summer exam season which covers exam regulations including the JCQ AI infographic.

JCQ documentation and infographic materials are displayed in school and on the school's Parent and Pupil Teams, a Candidate booklet which includes a section on Malpractice and the JCQ Infographic is also issued to each Yr11 pupil in the Autumn Term.

If a candidates NEA work is rejected by a Teacher on the grounds of malpractice then pupils may appeal. They should refer to the Internal Appeals Policy and Procedure.

Staff

Staff are made aware of the NEA guidance and the appropriate use of AI, risks of misuse and their role in marking via guidance they receive from Exam boards and JCQ documentation as listed above which is distributed in the Autumn term. This policy is also distributed to all staff. Further security is achieved by pupils completing where possible all NEA work at school.

If during marking improper assistance is detected this must be recorded on the assessment marking documentation.

Staff should be aware that pupils must receive their marks in good time prior to exam board's deadlines so that an Internal appeal, if raised, may be addressed.

Staff are informed that if malpractice is suspected prior to the candidate signing the declaration of authentication then the Exam's Manager must be notified. The suspected case of malpractice will be dealt with internally under the direction of the Head of Centre and the Exam Board does not need to be informed. It should be noted that from 25/26 declaration forms must be signed as soon as the NEA work is completed by the pupil.

Staff are informed that if malpractice is suspected after the candidate signing the declaration of authentication then the Exam's Manager must be notified. The Exam's Manager will inform the Deputy Head and Head of Centre. The malpractice will be dealt with as below.

Reporting and escalating malpractice

All staff have a responsibility for reporting and any cases should be notified to the to the Exams Manager as soon as suspected, they will inform the Deputy Head and Head of Centre. Pupils work and any other evidence should be kept secure and if required pupils may be placed under supervision whilst the Exam's manager is informed. Written statements are usually required.

The above people 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. The documentation received from Exam Boards usually specifies the basis and any timescales required when raising an appeal.