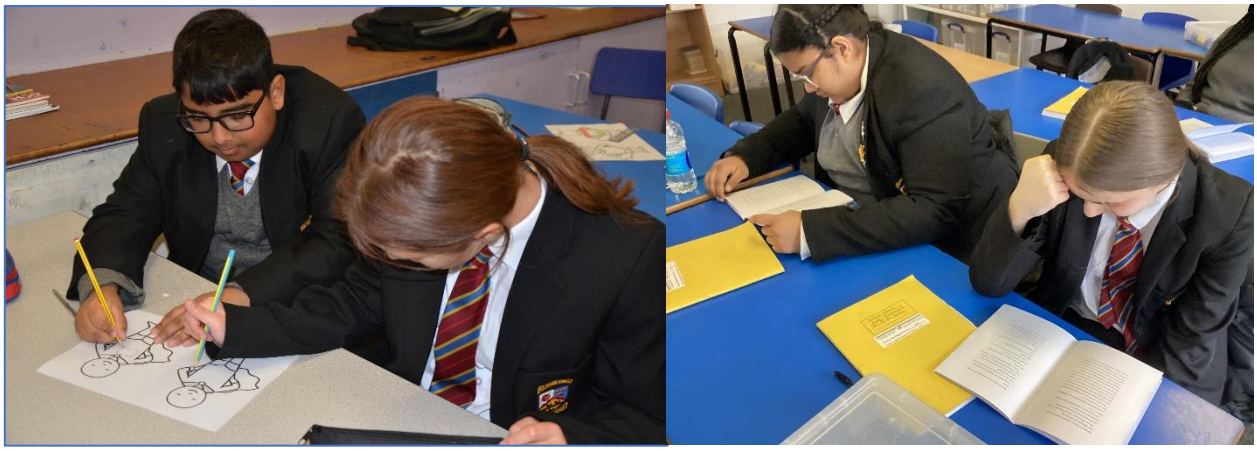
Saint John Wall Catholic School

A Catholic School For All

Mission Statement

'To educate each and every unique child in our care to hear and respond to what God calls them to be'



Malpractice & Maladministration of Examinations & Assessments Policy JCQ 5

"God will turn them from wrongdoing and keep them from pride."

Job 33:16-18

JUNE Ofsted Good Provider 2023

February Catholic Schools Inspectorate Report 'Good' 2024

Saint John Wall Catholic School uses the policies from the JCQ with regard to Malpractice. See examinations office as the document is 68 pages long.

Policy Aims:

- 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 and all qualifications.

In order to do this, the centre will:

- Seek to avoid potential malpractice by using the induction period and the student handbook to inform 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.

- Inform the relevant Awarding body of any suspected malpractice in line with the JCQ – Suspected Malpractice in Examinations and Assessments Policy and Procedures.

- Conduct an investigation in a form commensurate with the nature of the malpractice allegation It will proceed through the following stages:

    1. **Allegation**

    2. **Investigation**

    3. **Decision**

    4. **Appeal**

- 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, this centre will follow the guidance of JCQ in any penalties or sanctions.

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, including the use of Artificial Intelligence (e.g. computer generated text or images that software programmes like ChatGPT or Diffit can create. See AI sections below.
- 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.

Definition of Artificial Intelligence (AI)

AI encompasses a wide range of tools which can be used to obtain any relevant information based on the parameters laid out by the user. The range of tools available is expanding rapidly and continuously.

Use of Artificial Intelligence (AI) Chatbots

The use of AI chatbots to produce work which is submitted is prohibited as this contravenes section 5.3(i) of the JCQ General Regulations for Approved Centres, which states "Students must submit work which is their own." Students who submit all or part of AI generated responses as their own work, will be deemed to have committed Malpractice and will be treated as such. Teachers will be responsible for only accepting work for assessment from candidates, which they believe to be their own. If they believe all or part of their work submitted for assessment was generated by AI Chatbots, they should inform the Exams Officer who will inform the Head of Centre for an investigation to be carried out and appropriate action taken.

Definition of maladministration by centre staff

This list is not exhaustive and other instances of maladministration 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.

Ratified by Governors: 03/06/2024
Review Date: 03/06/2025
(This policy will remain in force beyond the review date if no updates are required)