



Lumen Academy

Embrace Educate Empower

Malpractice and Maladministration Policy (Exams)

Policy Date: September 2024

Review Date: September 2027

Document History

Version	Status		Date	Author	Summary Changes
V1			Sep 24	M Sethi	SENCO changed
V2			Sep 26	M Sethi	JCO updates

Statement of intent

As an authorised centre for the delivery of public qualifications, Lumen academy is fully aware of the role it plays in supporting the appropriate delivery of assessments and upholding the integrity and security of the examination and assessment system.

Adopting this policy will ensure that the academy is able to take all reasonable steps to prevent malpractice and, where malpractice does occur, take prompt action to address breaches and safeguard the integrity of qualifications.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE Teachers' Standards
- Equality Act 2010
- JCQ 'Instructions for conducting examinations'
- JCQ 'General Regulations for Approved Centres'
- JCQ 'AI Use in Assessments: your role in protecting the integrity of qualifications'
- JCQ 'Suspected Malpractice Policies and Procedures'

This policy operates in conjunction with the following academy policies:

- Assessment and Examinations Policy
- Non-examination Assessment Policy
- Exam Appeals Policy
- Exam Contingency Plan
- Child Protection and Safeguarding Policy
- Equality Information and Objectives Policy

2. Definitions and information

Malpractice and maladministration are related concepts, both of which involve a failure to follow the rules of an examination or assessment.

This policy and procedure will use the word malpractice to cover both malpractice and maladministration.

Malpractice and maladministration refer to any act, default or practice which constitutes:

- A breach of the Regulations.
- A breach of awarding body requirements regarding how a qualification should be delivered.
- A failure to follow established procedures in relation to a qualification which:
 - Gives rise to prejudice to pupil.
 - Compromises public confidence in qualifications.

- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate.
- Damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

Incidents of malpractice may arise for a variety of reasons:

- Some incidents are intentional and aim to give an unfair advantage in an examination or assessment.
- Some incidents arise due to a lack of awareness of the regulations, carelessness, or forgetfulness in applying the regulations – maladministration.
- Some occur as a result of the force of circumstances which are beyond the control of those involved, e.g. a fire alarm disrupting the supervision of pupil.

The individuals involved in malpractice also vary and may include:

- Pupil.
- Teachers, lecturers, tutors, trainers, assessors.
- Staff responsible for the conduct, administration or quality assurance of examinations and assessments including
 - Examination officers.
 - Invigilators.
 - Those facilitating access arrangements, e.g. readers, scribes and practical assistants.
- Assessment personnel such as examiners, assessors, moderators or internal and external verifiers.
- Other third parties, e.g. parents/carers, siblings or friends of the student.

Malpractice may or may not relate directly to sitting an examination, as there is the possibility that novel or unexpected forms of malpractice may emerge as technologies and the nature and organisation of examination centres change.

Examples of malpractice

The JCQs '[Suspected Malpractice Policies and Procedures](#)' provides a list of examples illustrating what may constitute suspected malpractice. The list is not intended as an exhaustive list, and other instances of malpractice may be identified and considered by the awarding bodies at their discretion.

To ensure academy arrangements are effective, staff will be made aware of the contents of this document when preparing for exams and assessments, especially relating to Centre staff malpractice and student malpractice.

Artificial intelligence (AI) use in assessments

Artificial intelligence (AI) refers to digital tools and systems that can generate content such as text, images, audio or code in response to prompts. Examples include, but are not limited to, chatbots and generative AI tools.

The use of AI in assessments is subject to strict regulations. While AI may be used as a research tool in some controlled circumstances, pupil must ensure that all submitted work is their own.

AI misuse

AI misuse occurs where a student uses AI tools in a way that means the work submitted for assessment is not their own. This includes, but is not limited to:

- Copying or paraphrasing AI-generated content without acknowledgement.
- Using AI to complete parts of an assessment.
- Submitting AI-generated work as their own.
- Failing to appropriately reference AI tools.
- Providing misleading or incomplete references.

AI misuse constitutes malpractice and may result in severe sanctions, including disqualification.

3. Roles and responsibilities

The advisory board will be responsible for:

- Ensuring the academy has a culture in which all staff and pupil are aware that malpractice will not be accepted and that any concerns of malpractice or other wrongdoing can be freely and confidently reported.
- Ensuring the security and integrity of all exams and assessments undertaken at the academy.
- Ensuring that this policy does not discriminate on any grounds.
- Reviewing this policy on an [annual](#) basis, in conjunction with relevant members of staff.

The principal will be responsible for:

- Ensuring this policy complies with current legislation and guidance.
- Ensuring this policy is implemented, monitored and adhered to consistently across the academy.
- Familiarising themselves with relevant guidance from awarding bodies and the JCQ.
- Ensuring the academy complies with relevant guidance from awarding bodies and the JCQ.

- Ensuring that all staff involved in the delivery and assessment of qualifications have the appropriate skills and experience and have received appropriate training.
- Ensuring staff with responsibilities relating to assessment and examinations meet internal and external deadlines.
- Advising parents that they must not contact awarding bodies directly and that all queries must be directed to the academy.
- Handling complaints regarding this policy in line with the academy's Complaints Procedure Policy.
- Reviewing this policy as and when necessary to ensure practices are effective and consistent within the academy.
- Notifying the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice.
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The examinations officer will be responsible for:

- Familiarising themselves with, and following, relevant guidance from awarding bodies and the JCQ.
- Carrying out tasks that support the administration and management of all examination assessments.
- Carrying out all necessary duties as directed by the principal.
- Ensuring subject leaders are kept up to date with JCQ regulations and information.
- Ensuring pupil are entered for the correct assessments and the entry forms reach the relevant awarding body at the specified time.

The SENCO/PRINCIPAL will be responsible for:

- Identifying and assessing the student's requirements for access arrangements.
- Notifying the exams officer of any access arrangements required well in advance of the assessment.
- The administration of access arrangements and any special arrangements for pupil.
- Having in place trained personnel to assist access pupil with assessments where required.
- Keeping accurate and up to date records of all access arrangements.
- Determining all appropriate arrangements for pupil with SEND and coordinating appropriate support.

Invigilators will be responsible for:

- Familiarising themselves with, and following, relevant guidance from awarding bodies and the JCQ.

- Ensuring non-examination assessments comply with JCQ's and the awarding body's specifications.
- Efficiently running all exams in a safe and secure environment and dealing with any issues that arise during an examination or assessment.
- Ensuring the security of the examination materials during examinations.
- Preventing and reporting possible student malpractice.
- Preventing possible administrative failures.
- Collecting papers and other material from the exams officer prior to the commencement of the exam.
- Contacting the exams officer for clarification of any issue.
- Collecting and returning papers in the correct order to the exam officer on completion of the assessment.
- Ensuring all pupil have an equal opportunity to demonstrate their abilities, e.g. making sure no additional notes are brought into the examination room.

Staff members will be responsible for:

- Ensuring pupil are ready for their examinations and assessments and have all the information required.
- Informing pupil about malpractice, what it looks like, and what the possible sanctions could be.
- Ensuring pupil understand acceptable and unacceptable use of AI.
- Being familiar with AI tools and associated risks.
- Only authenticating work they are confident is the student's own.

Pupil will be responsible for:

- Checking that their personal details and entries are correct.
- Signing declarations that authenticates course work and/or controlled assessment as their own.
- Conducting themselves in an appropriate manner by abiding by academy and assessment rules in accordance with JCQ regulations.
- Lodging an appeal with the exam board for awarding grades or for reports of malpractice.
- Making a complaint to the exams officer regarding anything connected with the assessment process.
- Ensuring that work submitted is demonstrably their own.
- Understanding the circumstances under which AI use in assessments is and is not appropriate.
- Properly referencing their work, including any use of AI tools.

The facilities staff will be responsible for:

- Collaborating with the exam officer to ensure rooms allocated for assessments are set up in accordance with JCQ regulations.
- Ensuring that rooms used for assessments are clean, well-ventilated with all access and fire exits obstacle free.

The DPO will be responsible for:

- Managing data within the academy in regard to assessments.
- Managing internal data protection activities.
- Ensuring risk and impact assessments are conducted in accordance with ICO guidance.
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4. Preventing malpractice

The academy will take all reasonable steps to prevent malpractice.

Centre staff malpractice and maladministration

The academy will ensure that:

- Staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the JCQ documents above and any further awarding body guidance.
- Staff involved in the delivery of assessments and examinations understand the key dates and deadlines and that there are robust procedures in place to ensure these are met.
- Examination officers are appropriately trained, resourced and supported.
- Exams at alternative sites are conducted in accordance with JCQ ICE requirements.
- Staff who manage and implement special consideration and access arrangements are aware of the requirements and are appropriately supported and resourced.
- Members of staff do not communicate any confidential information about examinations and assessment materials, including via social media.
- Examination clash arrangements are planned and managed effectively.
- Staff delivering or assessing coursework or non-examination assessments have robust processes in place for identifying and reporting plagiarism or other potential student malpractice.
- There is a culture of honesty and openness so that any concerns of potential malpractice can be escalated appropriately without fear of repercussion.

Student malpractice

The academy will ensure that pupil

- Are informed verbally and in writing about the required conditions under which the assessments are conducted, including warnings about the introduction of prohibited materials and devices into the assessments, and access to restricted resources.
- Are aware of actions that constitute malpractice and the sanctions that can be imposed on those who commit malpractice.
- Understand the sanctions of passing on or receiving confidential assessment materials. If a student receives confidential information, they must report it to a member of centre staff immediately.
- Involved in examination clash arrangements are aware of appropriate behaviour during supervision, i.e. ensuring that pupil cannot pass on or receive information about the content of assessments, thereby committing student malpractice.
- Completing coursework or non-examination assessments are aware of the need for the work to be their own.

To ensure pupil are well informed and understand their responsibilities and expectations of behaviour the academy will distribute all JCQ notices prior to assessments and examinations taking place. This will include notices and information on the following issues:

- Information for pupil
- Non-examination assessments
- Coursework
- On-screen tests
- Written examinations
- Social media
- Plagiarism

5. Use of AI in assessments

The academy understands that there may be circumstances under which pupil use AI tools to obtain information and content which might be used in work produced for assessments to contribute towards the award of qualifications.

Pupil will be informed that any use of AI in assessments must be properly referenced and that they cannot be credited for any work they produce for assessment which is not their own. Pupil will also be informed about the limited benefit of using AI in assessment, potential inaccuracies, and that they risk committing malpractice if AI is misused.

AI misuse

Pupil will understand their responsibility to submit work which is demonstrably their own. Any work submitted for assessment will be in their own words and not copied or paraphrased from another source such as an AI tool and will reflect their own independent work.

The academy will recognise AI misuse as circumstances under which a student has used one or more AI tools but has not appropriately acknowledged this use and has submitted work for assessment when it is not their own.

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work submitted for assessment is no longer the student's own.
- Copying or paraphrasing whole responses of AI-generated content.
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations.
- Failing to acknowledge use of AI tools when they have been used as a source of information.
- Incomplete or poor acknowledgement of AI tools.
- Submitting work with intentionally incomplete or misleading references or bibliographies.

Preventing AI misuse

Pupil will be informed that AI misuse constitutes malpractice as defined in the JCQ 'Suspected Malpractice: Policies and Procedures'.

Pupil will understand that the malpractice sanctions available for the offences of 'making a false declaration of authenticity' and 'plagiarism' include disqualification and debarment from taking qualifications for a number of years.

Pupil will also understand that their marks may be affected if they have relied on AI to complete an assessment and the attainment they have demonstrated in relation to the requirements of the qualification does not accurately reflect their own work.

To ensure compliance with JCQ regulations, staff will ensure that they:

- Regularly review the use of AI in qualification assessments and agree their approach to managing use of AI by pupil in their academy, college or exam centre.
- Make pupil aware of the appropriate and inappropriate use of AI, the risks of using AI, and the possible consequences of using AI inappropriately in a qualification assessment.
- Make pupil aware of the centre's approach to plagiarism and the consequences of malpractice.
- Consider how to best communicate with parents to make them aware of the risks and issues of AI and ensure they support the centre's approach.

Acknowledging AI use

The academy will ensure that pupil understand the importance of referencing all sources used in the production of assessed work, including those generated through the use of AI. Appropriate referencing will be promoted as a key element of academic integrity and essential to maintaining the integrity of assessments.

The academy will require pupil to demonstrate that they know how to reference sources correctly. Where pupil use AI tools that provide details of the sources used to generate content, pupil will be expected to verify these sources and reference them appropriately within their work. Where such details are not provided by the AI tool, pupil will be required to independently verify the accuracy of the AI-generated content and reference any sources used.

The academy will ensure that pupil clearly acknowledge any use of AI in their work. This will enable teachers and assessors to review how AI has been used and determine whether its use is appropriate within the context of the assessment.

Where AI tools are used as a source of information, the academy will require pupil to include:

- The name of the AI tool used.
- The date on which the content was generated.

The academy will require pupil to retain evidence of their use of AI, including the prompts used and the content generated. This evidence will be kept in a non-editable format and must be submitted alongside the final piece of work, together with a brief explanation of how the AI tool has been used.

The academy will ensure that teachers and assessors review submitted work alongside any AI-generated content provided in order to determine whether the work is the student's own and whether AI has been used appropriately. Where a student does not provide evidence of AI use, but its use is suspected, staff will follow the academy's malpractice procedures and take appropriate steps to assure themselves of the authenticity of the work. Where authenticity cannot be confirmed, staff will follow internal procedures and relevant awarding body guidance.

The academy will ensure that pupil are made aware that:

- Poor referencing, paraphrasing, or copying of AI-generated content may constitute malpractice.
- Generic references such as "AI" or "ChatGPT" are not acceptable.
- Misuse of AI may result in severe sanctions, including disqualification.
- Where AI has been used in a way that means the student has not independently met the marking criteria, credit will not be awarded.

The academy will direct pupil and staff to relevant JCQ guidance on referencing and plagiarism, including:

- [Instructions for conducting coursework](#)
- [Information for Pupil](#)
- [Plagiarism in Assessments](#)

Identifying AI misuse

The academy will be aware of the following indicators of AI misuse:

- A default use of American spelling, currency, terms and other localisations
- A default use of language or vocabulary which may not accord with the qualification level
- A lack of direct quotations or use of references where these are expected
- Inclusion of references which cannot be found or verified
- A lack of reference to events occurring after a certain date
- Instances of incorrect or inconsistent use of first-person and third-person perspective where generated text is left unaltered
- A difference in the language style used when compared to that used by a student in the classroom or in other previously submitted work
- A variation in the style of language evidenced in a piece of work, if a student has taken significant portions of text from AI and then amended it
- Lack of graphs, data tables, or visual aids where these are normally expected
- A lack of specific local or topical knowledge
- Content being more generic in nature rather than relating to the student themselves, or a specialised task or scenario, if this is expected
- The inadvertent inclusion of warnings or provisos produced by AI to highlight the limits of its ability, or the hypothetical nature of its output
- The submission of student work in a typed format, where their normal output is handwritten
- The unusual use of several concluding statements throughout the text, or several repetitions of an overarching essay structure within a single lengthy essay
- The inclusion of strongly stated non-sequiturs or confidently incorrect statements within otherwise cohesive content
- Overly verbose or hyperbolic language that may not be in keeping with the student's usual style

AI detection tools may also be used to check on student work whilst noting the limitations of such tools and using them as part of a holistic approach to considering the authenticity of pupil' work.

6. Identifying and reporting malpractice

Where there are any concerns or suspicions of malpractice the academy will:

- Notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice.
- Report malpractice using the appropriate forms as provided by the JCQ.
- Be accountable for ensuring that academy staff comply with the awarding body's instructions regarding an investigation.
- Ensure that the student's parents are kept informed of the progress of an investigation.

- Ensure that if it is necessary to delegate the gathering of information to a senior member of centre staff, the awarding body's agreement is obtained.
- Ensure that member of staff chosen is independent and not connected to the department or student involved in the suspected malpractice.
- Ensure there is no conflict of interests which might compromise an investigation into malpractice.
- Respond speedily and openly to all requests for an investigation into allegations of malpractice and provide information requested available in a timely manner.
- Co-operate with enquiries into allegations of malpractice.
- Ensure staff and pupil are informed of their individual responsibilities and rights.
- Forward any awarding body correspondence and evidence to members of staff and provide staff contact information to enable the awarding body to do so.
- Comply with data protection law.
- Pass on to the individuals concerned any warnings or notifications of sanctions and ensure compliance with any requests made by the awarding body as a result of a malpractice case.

If staff malpractice is discovered in coursework or non-examination assessments, the academy will inform the awarding body immediately, regardless of whether the authentication forms have been signed by pupil.

The academy is aware that failure to comply with the requirements above may itself constitute malpractice.

The academy is aware that suspected malpractice can be identified and reported by any of the following:

- Centres, including by pupil, parents or centre staff.
- Awarding bodies, including by examiners, moderators and awarding body staff.
- Other individuals, such as funding agency staff, anonymous sources, or members of the public

7. Investigations

The academy is aware that, following a report of suspected malpractice, an awarding body may decide to conduct an investigation in order to determine whether or not there is any evidence to support the allegation made. An allegation of malpractice will be considered unproven until the relevant information has been gathered and considered.

Gathering information

The academy will cooperate with the awarding body in gathering and sharing the appropriate information required for an investigation.

The academy will cooperate with the awarding body in designating who should gather information – i.e. the information gatherer - for the investigation from the following list:

- Principal

- Advisory board of the centre
- The responsible employer or their nominee, e.g. Director of Education, the Chief Executive Officer of a MAT
- Awarding body staff from the malpractice investigation team
- Another suitably qualified individual such as an Ofsted Inspector or the head of another academy in the same MAT

The academy will ensure that the information gatherer:

- Has no personal or other conflict of interest in the outcome of the investigation.
- Reports to the awarding body by the time specified and providing all the requested evidence.

In situations where the academy wishes to appoint a staff member to gather information, the principal will obtain the agreement of the awarding body first.

The head of centre will oversee the process of information gathering in accordance with the deadlines and requirements set by the awarding body.

The academy will ensure that the appointed information gatherer will obtain the information specified by the awarding body, in the formats and to the timescales required, regardless of their assessment of the matter.

Conflicts of interest

The principal will confirm to the awarding body the identity of the individual who will gather information and guarantee that the individual is:

- Appropriately senior.
- Experienced in conducting similar types of investigations.
- Has no conflict of interest.

Gathering information from individuals

Staff will conduct interviews with staff or pupil in accordance with the academy's own internal policy for conducting enquiries, ensuring the rights of accused individuals are observed.

The information gatherer will take dated notes or a transcript of the interview and provide this to the interviewee for a signature to confirm its accuracy.

Any statements obtained will be in the witness' own words and be signed and dated

Any member of staff being interviewed may be accompanied by a friend or advisor, who may be a representative of a teacher association or other association.

Although the involvement of legal advisors is not necessary, at least where there is no allegation of criminal behaviour, the academy will ensure that, if an interviewee wishes to be accompanied by a legal advisor, the other parties must be informed beforehand to give them the opportunity to be similarly supported.

All interviewees will be informed that the person accompanying the interviewee should not take an active part in the interview and must not answer questions on the interviewee's behalf.

All those being interviewed or making a statement will be made aware that awarding bodies reserve the right to share their statements, records or transcripts of any interviews that are undertaken. This information may be shared at any stage during or after the investigation.

The rights of accused individuals

If the information-gatherer feels that there is sufficient evidence that an individual may have committed malpractice, the academy will ensure that the student or the member of staff in question is:

- Informed of the allegation made against them, preferably in writing.
- Provided with a copy of the JCQ document Suspected Malpractice: Policies and Procedures: <http://www.jcq.org.uk/exams-office/malpractice>.
- Made aware of all evidence that has been obtained during the investigation which supports the allegation.
- Knows the possible consequences should malpractice be proven.
- Afforded the opportunity and time to consider their response to the allegations.
- Given an opportunity to submit a written statement in response to the allegations.
- Provided with a complete set of case documentation, in the event of the case being referred to the awarding body's Malpractice Committee.
- Informed that in the event of the case being referred to the awarding body's Malpractice Committee, they will:
 - Be provided with a complete set of case documentation.
 - Have the opportunity to read, and make a statement in response to, the case documentation.
 - Have the opportunity to seek professional advice and to provide a supplementary statement.
 - Be made aware of their right to appeal should a sanction be applied to them, as set out in the JCQ document A Guide to the Awarding Bodies' Appeals Processes.

The principal will ensure that any individual accused of malpractice is informed of their rights and responsibilities.

Completing and submitting the report

Once the information gathering has concluded, the academy will submit a written report to the relevant awarding body summarising the information obtained and actions taken, along with any information obtained during the course of their enquiries.

The report will contain a statement of the facts of the case, including a detailed account of the circumstances of the alleged malpractice and an objective description of the information gathered during the course of the investigation. It will also include details of any exculpatory information, or mitigating factors, found during the investigation process.

8. Sanctions

A permanent record will be kept of the impact of any sanctions on an individual student's results.

The principal will inform those individuals found guilty of malpractice that information may be passed on to other awarding bodies or appropriate authorities. This information will typically include the names, offences and sanctions applied to those found guilty of breaching the published regulations

Where an allegation of malpractice is upheld awarding bodies may choose to apply one or more sanctions, as outlined in the appendices of JCQs '[Suspected Malpractice Policies and Procedures](#)'.

Depending upon the nature of the malpractice allegation and the parties concerned, the academy is aware that sanctions may be applied against:

- The academy
- Academy staff
- Pupil

The principal will assume responsibility for communicating the decision to the individuals concerned and to pass on details of any sanctions and action in cases where this is indicated.

The principal will inform pupil if they have the right to appeal.

The principal will notify the awarding body:

- If a member of staff moves to another centre while being subject to a sanction.
- If a centre changes awarding body for a qualification, and a member of staff involved in the delivery or assessment of the qualification is subject to a sanction

9. Appeals

The academy is aware that all awarding bodies have established procedures for considering appeals against sanctions arising from malpractice decisions.

The academy will ensure that the following individuals are informed of their right to appeal against decisions of the Malpractice Committee or officers acting on its behalf:

- Heads of centre, who may appeal against sanctions imposed on the academy or on academy staff, as well as on behalf of pupil entered or registered through the academy.
- Members of academy staff, or examining personnel contracted to a academy, who may appeal against sanctions imposed on them personally.
- Private (external) pupil.
- Third parties who have been barred from taking or delivery of the awarding body's examinations or assessments

10. Monitoring and review

This policy will be reviewed annually by the principal, examinations officer on an annual basis.

The next scheduled review date for this policy is date.

For centre use only.

Suspected malpractice/maladministration centre investigation form

Centre Investigation Report:

Awarding Organisation:	
Centre Number:	Lumen Academy, Nuneaton
Suspected issue:	Eg, suspected assessment malpractice within internally assessed assignment.
Report author:	
Investigating Officer/s and job title:	
Date of commencement of investigation:	
Student name/s if applicable with registration number:	
Qualification title and number if applicable:	
How the irregularity was discovered and the issue:	
Action taken:	
Outcome and Centre recommendations:	
Mitigation to avoid further incidents:	
Any other relevant evidence:	

For centre use only. Guidance Notes:

Suspected Malpractice

'Suspected Malpractice Centre Investigation report' form should be completed by Principal/Nominees in all cases of suspected student Malpractice.

The following evidence should be submitted to the Principal/ Nominee;

- In all cases a signed and dated hand written statement from the student. (To allow the student an opportunity to provide information on how they believe the suspected malpractice occurred.)

Suspected malpractice within internal assessment:

- A copy of the signed and dated student declaration of authentication of own work.
- A copy of the internally assessed student work with areas of suspected malpractice highlighted.
- Records of assessor feedback.
- Records of internal quality assurance feedback.

Suspected malpractice within an examination:

- A copy of exam seating plan and exam incident log.
- Signed and dated handwritten statement from the lead invigilator.
- Where deemed applicable signed and dated handwritten statements from other pupil taking the examination.

Suspected malpractice identified by the Awarding Organisation through external moderation or verification:

- Awarding Organisation notification.
- Student work with the identified suspected malpractice.
- External feedback where available.

Suspected malpractice or maladministration by centre staff:

- In all cases a signed and dated hand written statement from relevant staff. (To allow an opportunity to provide information on how they believe the suspected malpractice or maladministration occurred.)
- Any other relevant evidence.

Joint Council Qualification

In addition, relevant JCQ forms should also be completed by the investigating officer for Awarding Organisations belonging to JCQ and submitted to the Principal/ Nominee

Awarding Organisation JCQ members are:

Pearson; City and Guilds; CEA; OCR; SQA; AQA; WJEC/CBAC; NOCN

In line with JCQ regulations, learners under investigation of suspected assessment malpractice should be provided with a copy of the following JCQ document:

- [JCQ Suspected Malpractice in examinations and assessment policy](#)
- [JCQ Appeals process](#)

Reviewed By:

Monika Sethi

September 2026

Next Review Date:

September 2027

Approved by Director:

1st September 2026

Signed:



Monika Sethi
Principal and Director