



# Inspire Education Trust

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## Malpractice Policy 2025-2026

Blue Coat CE Secondary School

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**Policy Date:** September 2025

**Review Date:** September 2026

## Document History

Version	Status		Date	Author	Summary Changes
V1			September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2			September 2024	Kelly Jobson	Updated to reflect JCQ Changes 2024-2025. Changes highlighted in yellow.
V3			September 2025	Kelly Jobson	Refined layout and updated with a summary at the bottom of the document

This policy is reviewed and updated annually to ensure that any malpractice at Blue Coat School is managed in accordance with current requirements and regulations.

Reference in the policy to GR and SMPP relate to relevant sections of the current JCQ publications General Regulations for Approved Centres and Suspected Malpractice: Policies and Procedures.

### **1. Purpose of the Policy**

To confirm that Blue Coat School has in place, for inspection, a written malpractice policy that is reviewed and updated annually. This policy 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.
- Acknowledgement of the use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice). (GR 5.3)

### **2. General Principle**

In accordance with JCQ regulations, Blue Coat School will:

- Take all reasonable steps to prevent the occurrence of any malpractice (including maladministration) before, during and after examinations. (GR 5.11)
- Inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration involving a candidate or staff member. (GR 5.11)
- Gather evidence and provide information as required by the awarding body in accordance with JCQ's Suspected Malpractice – Policies and Procedures. (GR 5.11)

### **3. Preventing Malpractice**

Blue Coat School has robust processes in place to prevent and identify malpractice, as outlined in section 3 of JCQ's Suspected Malpractice: Policies and Procedures. (SMPP 4.3)

Malpractice discovered in controlled assessments, coursework, or NEAs must be reported using a JCQ M1 form. If no entry exists for the candidate, an entry must be submitted by the deadline. Improper assistance must be noted and reported. For vocational qualifications, awarding body guidance must be followed.

An internal appeals process is in place for candidates whose work is rejected due to malpractice.

All staff involved in assessments and exams are familiar with the following JCQ documents:

- General Regulations for Approved Centres 2024–2025
- Instructions for Conducting Examinations (ICE) 2024–2025
- Instructions for Conducting Coursework 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
- A Guide to the Awarding Bodies' Appeals Processes 2024–2025 (SMPP 3.3.1)

#### 4. Informing and Advising Candidates

Candidates attend an Exams Assembly led by the Head of Centre, where expectations and malpractice consequences are explained. They receive a student handbook and are shown JCQ's Information for Candidates and Unauthorised Materials posters.

The assembly also covers AI use, including:

- What AI is
- When it may be used
- How it should be acknowledged
- Risks of using AI
- What constitutes AI misuse and how it will be treated as malpractice
- Students are shown JCQ's AI Use Poster for Students.

#### 5. Identification and Reporting of Malpractice

##### Escalating Suspected Malpractice Issues

- Any staff member may report suspected malpractice to the Exams Officer or Head of Centre. (SMPP 4.3)

##### At Blue Coat School:

- Reports are made to Kelly Jobson, Exams Manager.
- Kelly collates all information and consults with Lisa Henden (Head of Centre) and/or Alex Tomlinson (Deputy Head).
- Lisa or Alex speaks to the candidate while Kelly gathers incident reports and staff statements.
- Lisa or Alex explains the next steps to the candidate.
- Kelly submits the JCQ M1 form the same day with all supporting documents.
- Reporting to the Awarding Body
- The Head of Centre will:
- Notify the awarding body immediately using the appropriate forms.
- Conduct investigations in line with JCQ's Suspected Malpractice: Policies and Procedures. (SMPP 4.1.3)
- Ensure parents/carers are informed if the candidate is a child or vulnerable adult.

##### Communicating Malpractice Decisions

Once a decision is made:

- It is communicated in writing to the Head of Centre.
- The Head of Centre informs the individuals involved, including any sanctions.
- Individuals are informed of their right to appeal. (SMPP 11.1)

##### Appeals Against Decisions

Blue Coat School will:

- Provide information on the appeals process and timeframe.

- Follow JCQ's Guide to the Awarding Bodies' Appeals Processes.

## **6. Summary of Key Updates and Compliance (2025-2026)**

- AI Use: Clearly acknowledged in both staff and student guidance, with JCQ posters and documents referenced.
- Staff Responsibilities: Defined escalation process involving Exams Manager, Head of Centre, and Deputy Head.
- Candidate Education: Assembly and handbook cover malpractice and AI misuse.
- Reporting Process: JCQ M1 form used promptly; documentation procedures are clear.
- Appeals Process: Internal appeals and JCQ guidance are followed.
- JCQ Compliance: All relevant JCQ documents are referenced, and staff responsibilities are aligned with 2025–2026 updates.

Reviewed by:

Kelly Jobson

September 2025

Next Review Date:

September 2026

Approved by Directors:

1 December 2025

Signed:



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Lois Whitehouse  
CEO



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Nicky Aston  
Chair of Standards