



HARMONIZE ACADEMY

Policy and procedures

for reporting potential Malpractice, Breaches of Security and Plagiarism

POLICY WRITTEN BY:	PRINCIPAL
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Trust, Respect, Compassion, Forgiveness

Procedures for reporting potential Malpractice, breaches of security and Plagiarism

Malpractice or breaches of security incidents of any kind within centres are very rare during a particular year. However, given the sometimes serious impact such incidents can have, it's important that Harmonize Academy is aware of the types of incidents that can occur and what needs to happen when they do.

Breaches of security

This is any act which breaches the confidentiality of question papers or materials. This can, and may include the early opening of examination papers or the early delivery of an assessment to candidates.

If it is suspected that a breach of security may have occurred, the head of centre will need to make the appropriate awarding body aware of this immediately. The awarding body will then be in touch to advise the Head of Centre on the next steps and the process that needs to take place.

Malpractice and maladministration

Malpractice, which includes maladministration, means any act which is a breach of regulations or which may compromise the integrity of any qualification or assessment. Malpractice and maladministration can be deliberate or the result of negligence and includes:

- Breach of security
- Deception
- Improper assistance to learners
- Maladministration
- Learner malpractice
- Failure to co-operate with an investigation

Whether the malpractice involves candidates, teachers, invigilators or other administrative staff, prompt action and cooperation between Harmonize Academy and the appropriate awarding body is essential to ensuring the fairness and integrity of all qualifications.

The head of centre will take all reasonable steps to prevent malpractice and will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice.

The only exception to this is candidate malpractice relating to the content of work (i.e. inappropriate/offensive content, copying/collusion, plagiarism - including AI misuse) discovered in controlled assessments, coursework or non-examination assessments (not including timed assessment for Art & Design qualifications) before the candidate authentication forms have been signed. Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where the offence does not relate to the content of candidates' work (e.g. possession of unauthorised materials, breach of assessment conditions) or where a candidate has signed the declaration of authentication, must be reported using a JCQ M1 to the relevant awarding body.

If staff malpractice is discovered in coursework or non-examination assessments, the head of centre will inform the awarding body immediately, regardless of whether the authentication forms have been signed by the candidate(s). And the head of centre will be accountable for ensuring that the centre and centre staff comply, at all times, with the awarding body's instructions regarding an investigation.

Candidate malpractice

To prevent malpractice the Head of Centre must ensure that:

- All JCQ notices, e.g. Information for candidates, nonexamination assessments, coursework, on-screen tests, written examinations, social media, plagiarism are made available to candidates prior to assessments/examinations taking place.
- Candidates are informed verbally and in writing about the required conditions under which the assessments are conducted, including warnings about bringing prohibited materials and devices into the assessments, and access to restricted resources.
- Candidates are aware of actions that constitute malpractice and the sanctions that can be imposed on those who commit malpractice.
- Candidates are aware of the sanctions of passing on or receiving (even if the information was not requested) confidential assessment materials. If a candidate receives confidential information, they must report it to a member of centre staff immediately.
- Candidates involved in examination clash arrangements are aware of appropriate behaviour during supervision, i.e. ensuring that candidates cannot pass on or receive information about the content of assessments, thereby committing candidate malpractice.
- Candidates completing coursework or non-examination assessments are aware of the need for the work to be their own and are provided with clear instructions on how to avoid plagiarism (including AI misuse).

Mobile phones: The most common malpractice issue is candidates having a mobile phone in the exam. Just having a mobile phone on them, even if they do not use it, will lead to a loss of marks for the learner. Using or attempting to use a phone will lead to disqualification.

Watches: Candidates are not allowed to have any type of watch on them during an exam – this includes smart watches, digital watches and traditional analogue watches. Smart glasses, airpods, earphones/earbuds and other smart devices are also not allowed.

Offensive content: The use of any offensive, obscene or discriminatory content in exam responses is considered malpractice. Learners are responsible for the content they include so, choosing to include anything considered offensive or obscene can result in a loss of marks or disqualification from the qualification.

If any candidate malpractice in the internally assessed components of qualifications is discovered before a candidate has signed the declaration of authentication, this does not need to be reported to the appropriate awarding body.

If an issue is discovered after a candidate has signed the declaration of authentication, or any malpractice is suspected by a candidate during an examination (for example, possession of a mobile phone), full details of the case must be submitted to the appropriate awarding body at the earliest opportunity by emailing a JCQ Form M1 with supporting documentation. The awarding body will then take this forward and guide the head of centre on the process to be undertaken.

If coursework, controlled assessment, nonexamination assessment or portfolio work which is submitted for internal assessment is rejected by Harmonize Academy on grounds of malpractice, the candidates can request an internal appeal against this decision.

Staff malpractice and maladministration

To prevent malpractice and maladministration:

- Staff involved in the delivery of assessments and examinations must understand the requirements for conducting these as specified in the JCQ documents and any further awarding body guidance.

- Staff involved in the delivery of assessments and examinations must understand the key dates and deadlines and that there are robust procedures in place to ensure these are met.
- The Examination officer must be appropriately trained, resourced and supported.
- All exams, including those delivered at alternative sites must be conducted in accordance with JCQ ICE requirements.
- All staff who manage and implement special consideration and access arrangements must be aware of the requirements.
- Staff must not communicate any confidential information about examinations and assessment materials, including via social media.
- Staff must follow appropriate security procedures to ensure confidential information relating to examinations and assessment materials is not breached.
- In the event of an examination clash arrangements must be planned and managed effectively.
- Staff delivering/assessing coursework, internal assessments and/or non-examination assessments must be aware of centre procedures relating to the authentication of learner work and have robust processes in place for identifying and reporting plagiarism (including AI misuse) and other potential candidate malpractice.
- The Head of Centre must ensure that the centre has a culture of honesty and openness so that any concerns of potential malpractice can be escalated appropriately without fear of repercussion.

If a member of staff is suspected of committing malpractice or that maladministration in the delivery of the qualification may have occurred, the head of centre must let the appropriate awarding body know by emailing a completed JCQ Form M2(a) as soon as possible. This may involve, for example, inappropriate levels of guidance or assistance being provided to candidates. The awarding body will review the documentation provided and will advise the head of centre on the next steps.

Responsibilities

The Head of Centre is accountable for ensuring that:-

- the centre and centre staff comply at all times with the awarding body's instructions regarding an investigation;
- where a candidate is a child or an adult at risk and is the subject of a malpractice investigation, the candidate's parent/carer/ appropriate adult is kept informed of the progress of the investigation;
- if it is necessary to delegate the gathering of information to a senior member of centre staff, the awarding body's agreement is obtained and the senior member of centre staff chosen is independent and not connected to the department or candidate involved in the suspected malpractice.
- there is no conflict of interest (see below) which might compromise the investigation;
- they respond speedily and openly to all requests for an investigation into an allegation of malpractice. This will be in the best interests of centre staff, candidates and any others involved;
- information requested by an awarding body is made available speedily and openly;
- co-operation with an enquiry into an allegation of malpractice takes place and that centre staff do so also, whether the centre is directly involved in the case or not;
- staff members and candidates are informed of their individual responsibilities and rights as set out in this document;
- any awarding body correspondence and evidence are forwarded to centre staff and/or staff contact information is provided to enable the awarding body to do so;
- at all times comply with data protection law;
- any warnings or notifications of sanctions are passed on to the individuals concerned and ensure compliance with any requests made by the awarding body as a result of a malpractice case.

For further guidance on what constitutes malpractice, the process for investigating malpractice and the sanctions which may be imposed, further information can be found in the JCQ General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures at <https://www.jcq.org.uk/exams-office/malpractice>.

Form JCQ/M1 should be used to notify an awarding body of an incident of candidate malpractice.
Form JCQ/M2 should be used to notify an awarding body of an incident of suspected staff malpractice/maladministration.

The forms are available from the JCQ website.

For further guidance on reporting suspected malpractice to awarding bodies, visit the exams administration area of their websites.

Invigilation Rules

- At least one invigilator must be present for each group of 30 or fewer learners sitting written exams.
- At least one invigilator must be present for each group of 20 or fewer learners sitting timed Art exams.
- A teacher, or senior member of staff who teaches the subject being examined must not invigilate an exam in that subject.

Secure supervision periods

For exams that are one hour or longer, the secure period will still apply until one hour after the published starting time for the exam. This means that students may not leave secure supervision before 10.00am for a morning exam, or before 2:30pm for an afternoon session.

For exams that are less than an hour, students must be supervised for the full length of time from the official start.

Allowing students to leave without supervision before that period is up, constitutes malpractice.

Plagiarism in Assessments

Definition

Plagiarism calls into question the integrity of examinations and assessments, especially those assessment components such as non-examination assessments where plagiarism can occur most easily. If non-examination assessments are to remain as a viable assessment method, it is the duty of all who are preparing and assessing candidates for assessments as well as those who have an interest in the setting, marking and administration of assessments, to do whatever they can to address plagiarism.

Defining plagiarism

Before considering what steps can be taken to counter this practice, it is necessary to have a clear idea of what plagiarism is.

There are several definitions of plagiarism, but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own. The JCQ General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures define plagiarism as: *"unacknowledged copying from or reproduction of published sources or incomplete referencing."*

Harmonize Academy follows JCQ's guidance [Plagiarism in Assessments: Guidance for Teachers/Assessors](#) as standard practice to prevent, keep watch, confirm and report plagiarism within the Centre and to an Awarding Body where appropriate.

Artificial Intelligence (AI) use in Assessments

Defining Artificial Intelligence

AI use refers to the use of internet-based AI tools to obtain information and content which might be used in work produced for assessments which lead towards the award of qualifications. When properly referenced, this can be acceptable, although students cannot be credited for any work they produce for assessment which is not their own so that the benefit to them of using AI is likely to be limited and they risk committing malpractice if AI is misused.

While the range of AI tools, and their capabilities, is likely to expand greatly in the near future, misuse of AI tools in relation to qualification assessments at any time constitutes malpractice for which serious sanctions can apply. Care must also be taken when a student is allowed to use a laptop or similar device for exams, to ensure they have no access to AI tools.

Teachers and students should also be aware that AI tools are evolving quickly but there are still limitations to their use, such as producing inaccurate or inappropriate content.

AI chatbots are AI tools which generate text in response to user prompts and questions. Users can ask follow-up questions or ask the chatbot to revise the responses already provided. AI chatbots respond to prompts based upon patterns in the data sets (large language model) upon which they have been trained. They generate responses which are statistically likely to be relevant and appropriate. AI chatbots can complete tasks such as the following:

- Answering questions
- Analysing, improving, and summarising text
- Authoring essays, articles, fiction, and non-fiction
- Writing computer code
- Translating text from one language to another
- Generating new ideas, prompts, or suggestions for a given topic or theme
- Generating text with specific attributes, such as tone, sentiment, or formality
- There are also AI tools which can be used to generate images and generate music

[JCQ guidance on Artificial Intelligence \(AI\) use in assessments.](#)

JCQ updated guidance includes some real-life malpractice examples – to help teachers and learners to complete coursework successfully, and to inform school and college policies. Summary of changes:

- Added real-life candidate malpractice examples involving AI that is not been referenced appropriately (see new appendix A)
- Added information on how to authenticate private candidate work
- Added a new section – *AI use and marking* – to give clearer guidance on the impact on marking student's use of AI tools, and on assessors using AI tools to mark, with real-life examples (see new appendix B)
- Expanded the list of AI tools and AI detection tools.

Extra support to give more support to teachers and learners, the JCQ has also developed the following resources:

- [Poster for Students](#) – to help them better understand the rules for use of AI in assessments
- [Information Sheet for Teachers](#) – a summary to understand and prevent AI misuse
- [Senior Leader Presentation for Teachers](#) – to use with teaching colleagues to give a better understanding and prevent AI misuse (appears in downloads)
- [Teacher Presentation for Students](#) – to use with students to help them to better understand the rules for use of AI (appears in downloads).

The JCQ has also updated the following documents to align with the new version of the guidance:

- [Instructions for conducting coursework](#)
- [Instructions for conducting non-examination assessments](#)
- [Information for candidates – coursework assessments](#)
- [Information for candidates – non examination assessments](#)
- [Suspected Malpractice Policies and Procedures](#)

JCQ Sources of Information

In addition to the requirements found in subject or qualification specifications, the following documents contain the regulations relating to the conduct of examinations and assessments. In all cases the most recent version of the regulations must be referred to.

The following JCQ documents are available on the JCQ website:

Documents

- [A guide to the special consideration process](#)
- [Access Arrangements and Reasonable Adjustments](#)
- [General Regulations for Approved Centres](#)
- [Instructions for conducting coursework](#)
- [Instructions for conducting examinations](#)
- [Instructions for conducting non-examination assessments](#)
- [Suspected Malpractice Policies and Procedures \(this document\)](#)
- [Plagiarism in Assessments](#)
- [AI Use in Assessments: Protecting the Integrity of the Qualifications](#)
- [Post Results Services](#)
- [JCQ Appeals booklet](#)

Joint Council Notices

- [Information for candidates \(coursework\)](#)
- [Information for candidates \(non-examination assessments\)](#)
- [Information for candidates for on-screen tests](#)
- [Information for candidates \(Privacy Notice\)](#)
- [Information for candidates \(social media\)](#)
- [Information for candidates for written examinations](#)
- [Unauthorised items poster](#)
- [Plagiarism in Assessments](#)
- [AI Use in Assessments: Protecting the Integrity of Qualifications](#)
- [Warning to candidates](#)
- [AI Poster for students](#)

The following awarding body documents are also available:

AQA

Malpractice - A Guide for Centres

NCFE

NCFE Appeals Policy

Regulation for the Conduct of External Assessment

Qualification Specific Instructions for Delivery (QSID)

Functional Skills - Regulations for the Conduct of Controlled Assessment

Regulations for the Conduct of Synoptic Project

Pearson

Centre Guidance: Dealing with malpractice and maladministration

Policy on the removal of programme and centre approval

Subject-specific instructions for the conduct of examinations

WJEC

Examinations Requirements Booklet

Internal Assessment: A Guide for centres

WJEC Instructions for conducting controlled assessments

Guide to preventing, reporting and investigating malpractice

Guide to Appeals

General Conditions for WJEC centres

How to report malpractice

If malpractice is suspected, uncovered, reported or alleged, the Head of Centre will contact the awarding body via forms

JCQ M1 form to report student malpractice

JCQ M2 form to report school or staff malpractice

Awarding Body Contacts

AQA

Irregularities/Malpractice

AQA Devas Street

Manchester M15 6EX

E malpractice@qa.org.uk

E irregularities@qa.org.uk

PEARSON (EDEXCEL)

Maladministration/Staff Malpractice

Investigations Team

Lowton House, Lowton Way, Hellaby Business Park,

Rotherham S66 8SS

E pqsmalpractice@pearson.com

Candidate Malpractice

Investigations Processing Team

Lowton House, Lowton Way, Hellaby Business Park,

Rotherham S66 8SS

E candidatemalpractice@pearson.com

T Account Services on 0344 463 2535 – ask for the Investigations Team

WJEC / EDUQAS

Compliance Team

245 Western Avenue, Cardiff CF5 2YX

T: 029 2026 5400

E: malpractice@wjec.co.uk

CAMBRIDGE INTERNATIONAL EXAMINATIONS

[Notification of suspected centre staff malpractice: Exam day – Form 9a](#)

This form is to be used by the Head of Centre to report an instance of suspected centre staff malpractice to Cambridge International before an investigation starts.

[Suspected centre staff malpractice report: Exam day – Form 9b](#)

After you have reported an instance of suspected centre staff malpractice using Exam day – Form 9a, this form is to be used by the Head of Centre to provide details of the information that has been gathered.

[Suspected candidate malpractice report: Exam day – 9c](#)

This form is to be used by the Head of Centre to report instances of suspected candidate malpractice. This includes all instances of suspected candidate malpractice in timetabled exams or other assessments.

If you need help you can refer to section 5.6 of the relevant [Cambridge Handbook](#).

LAMDA

T 0208 834 0500

E exams@lamda.ac.uk

NCFE

Customer Compliance & Investigations Team / Provider Assurance Team

Q6, Quorum Business Park, Benton Lane

Newcastle upon Tyne NE12 8BT

E CustomerCompliance@NCFE.org.uk - E customersupport@ncfe.org.uk - E providerassurance@ncfe.org.uk

VTCT

T 023 8068 4500

Awarding body contact details


Questions matter

 **0800 197 7162**

TQUK

 **03333 583 344**

 tquk.org


Oxford Cambridge and RSA

 **01223 553 998**



 **02920 265 077**



 **0192 4930 800**

 **Pearson**

UK Centres:

 **0344 463 2535**

International Centres:

 **+44 (0)120 4770 696**


Rewarding Learning

 **028 9026 1213**



 **0191 239 8000**