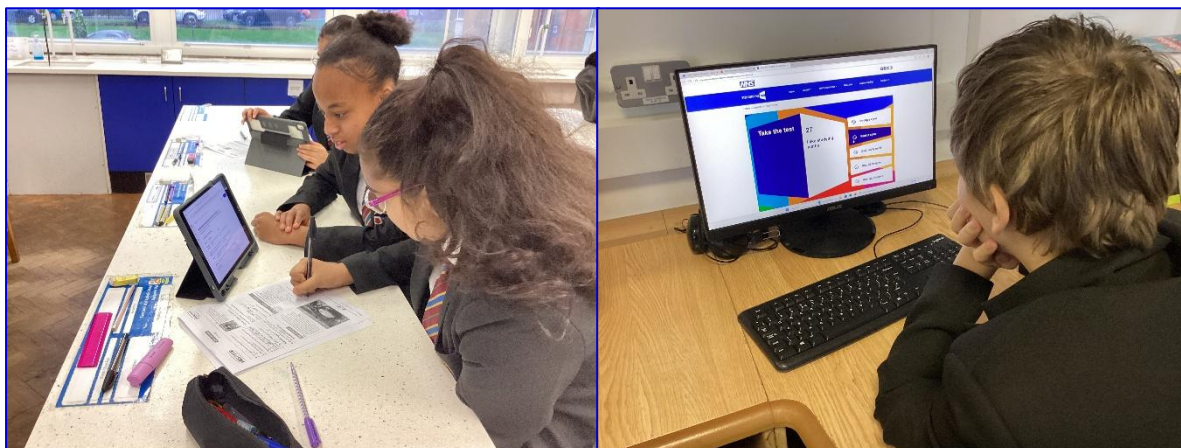




Saint John Wall Catholic School  
*A Catholic School For All*

## 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

***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.
- To ensure compliance with the latest JCQ regulations regarding Artificial Intelligence (AI) use in assessments.

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.
- Clearly explain to pupils how AI work will not gain credit if it is not permitted as part of the assignment.
- Clearly explain to pupils the importance of correctly referencing any AI-generated material, including the name of the AI tool used, the date it was accessed, and a copy of the original prompt and output (e.g. screenshot).
- Require pupils to retain a non-editable copy of any AI-generated content and submit it with their final work where AI tools have been used.
- Emphasise that if pupils use AI tools but fail to acknowledge them, or if the AI use prevents the pupil from independently meeting the assessment criteria, the work will not be rewarded.

- 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.
- If suspected AI misuse occurs before a declaration of authenticity is signed, the matter will be handled internally and does not need to be reported to the awarding organisation.
- Teachers should compare the submitted work to previous classroom work, drafts, or supervised tasks. Indicators of potential AI use include:
  - A sudden change in vocabulary, tone, or complexity.
  - Use of American spellings or idioms.
  - Content that lacks recent or topical references.
  - Overuse of generic phrasing, or highly structured/verbose language.
  - Fake or unverifiable references.
  - Inconsistent use of first/third person or repeated disclaimer-style phrasing.
- Teachers must not accept work they suspect is not the pupil's own and should escalate suspected misuse of AI to Curriculum Lead/Line Manager in the first instance.
  - Internal Review Procedure (Pre-authentication) - If a pupil has not yet signed their declaration of authenticity:
    - The teacher should speak to the pupil and review the work with them.
    - The pupil may be asked to explain their thinking, show drafts, or re-perform sections.
    - A teacher may speak to another teacher of the pupil to see if they agree with abnormal writing style.
    - If misuse is confirmed, the teacher will follow the school's internal malpractice procedures and no report to the awarding body is required at this stage.
  - Formal Reporting Procedure (Post-authentication) - If the pupil has already signed the declaration of authenticity, and AI misuse is suspected:
    - The teacher must escalate the concern to the Exams Officer immediately.

- The Head of Centre will be informed, and a formal investigation will begin.
- The case will be reviewed following the JCQ's Suspected Malpractice: Policies and Procedures document.
- If evidence supports the suspicion, the school will report the incident to the awarding organisation.

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) in Assessments**

- AI tools may be used by pupils as sources of information in coursework/NEA only if their use is explicitly acknowledged. This is only where this use is permitted and does not breach any age restrictions set out in the school's AI policy.
- Acceptable acknowledgement must include the name of the AI tool used, the date the content was generated, and a non-editable record (e.g. screenshot) of the prompt and response.
- Pupils must also provide a brief explanation of how the AI output was used in their own work.

- Pupils who rely on AI to generate substantial content or who fail to acknowledge it risk being in breach of the regulations and may receive no credit for that section of work.

### **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.
- Teachers must not use AI as the sole marker of student work. All work must be reviewed by a human assessor who makes the final judgment on whether marking criteria have been met.
- If AI is used as part of teaching, feedback or internal standardisation, it must be supplementary only.
- Teachers and Heads of Department must ensure that only work which they are confident is the student's own is authenticated and submitted.

### **Appendix A: Examples of AI Tools (JCQ Reference List)**

The following is a non-exhaustive list of AI tools staff should be aware of.

#### **Text Generation / Essay-Writing Tools**

- **ChatGPT** – <https://chat.openai.com/>
- **Jenni AI** – <https://jenni.ai>
- **Jasper AI** – <https://www.jasper.ai/>
- **Writesonic** – <https://writesonic.com/chat/>
- **Bloom AI** – <https://huggingface.co/bigscience/bloom>
- **Gemini** – <https://gemini.google.com/>
- **Claude** – <https://claude.ai/>

#### **Homework and Subject Support**

- **Gauth** – <https://gauthmath.com/>
- **Question AI** – <https://questionai.com/>
- **Brainly** – <https://brainly.com/>

#### **AI Image and Design Tools**

- **Midjourney** – <https://midjourney.com/showcase/top/>
- **Stable Diffusion** – <https://stablediffusionweb.com/>
- **DALL·E 2** – <https://openai.com/dall-e-2/>

#### **AI Music and Audio Tools**

- **Soundraw** – <https://soundraw.io/>
- **Musicfy** – <https://create.musicfy.lol/>

#### **AI Video Creation Tools**

- **Runway** – <https://runwayml.com/>
- **LTX Studio** – <https://ltx.studio/>

*Ratified by Governors: 24/06/2026*

*Review Date: 24/06/2027*

*(This policy will remain in force beyond the review date if no updates are required)*