



# WALTON HIGH SCHOOL

*Proud to be part of Walton Multi Academy Trust*



## MALPRACTICE POLICY

Reviewed by Governors:	December 2025
To be reviewed:	December 2026
Leadership link person:	Mrs S Barker

*Walton Multi Academy Trust refers to all schools within the Trust.  
When referring to Trust Boards, this includes Local Governor Boards, and the term  
'Governor' includes all Trustees or Local Board Governors.*



# MALPRACTICE POLICY



## Introduction

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the assessment of all qualifications, all exam series and coursework/ Non-Exam Assessment. This policy covers all internally marked qualifications/ online examinations and examinations invigilated by staff at the school and marked externally. The term malpractice also includes maladministration. This policy is in line with **JCQ Suspected Malpractice: Policies and Procedures** (1 Sept 2025 – 31 Aug 2026), and JCQ and relevant awarding body regulations **JCQ General Regulations & ICE (Instructions for Conducting Examinations)**.

Malpractice' and 'maladministration' are distinct but related concepts, the common theme being that they involve a failure to follow the rules of an examination or assessment. It means any act, default or practice which is:

- a breach of the Regulations; and/or
- a breach of awarding body requirements regarding how a qualification should be delivered; and/or
- a failure to follow established procedures in relation to a qualification;

which:

- gives rise to prejudice to candidates; and/or
- compromises public confidence in qualifications; and/or
- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or centre

The school is committed to maintaining the integrity of the assessment process and complying fully with JCQ regulations.

## Examples of Malpractice

Attempted or actual malpractice activity will not be tolerated. The following example lists are not exhaustive.

### **Examples of Candidate Malpractice**

- Plagiarism or copying work
- Using artificial intelligence tools in a way not permitted by awarding bodies
- Bringing unauthorised materials into an exam room
- Communicating with other candidates during an exam
- Impersonation or allowing impersonation
- Sharing or attempting to obtain exam materials before an exam
- Posting exam-related content on social media



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The following are examples of malpractice by staff with regards to portfolio-based qualifications:

- Tampering with candidates work prior to external moderation/verification
- Assisting candidates with the production of work outside of the awarding body guidance
- Fabricating assessment and/or internal verification records or authentication statements

The following are examples of malpractice by staff with regard to examinations:

- Improper assistance to candidates
- Breach of exam paper security
- Incorrect administration of access arrangements
- Incorrect distribution of exam papers to students
- Falsification of assessment records
- Failure to follow JCQ ICE procedures
- Allowing candidates to talk, use a mobile phone or go to the toilet unsupervised
- Tampering with scripts prior to external marking taking place.

The school “takes all reasonable steps to prevent” malpractice before, during, and after assessments, through regular staff training, regular distributions of JCQ regulations where changes have been made, and robust exams practices. Students will be made aware of what constitutes malpractice through candidate exam information, pre-exam assemblies and classroom instruction on academic integrity and acceptable use of AI. All suspected, alleged or actual cases of malpractice must be reported immediately to the Headteacher and Head of Centre, Mr A Leese.

In the event that there is a suspected case of malpractice, Walton High School has a strong commitment to investigate thoroughly and report any malpractice immediately to the awarding body, and to cooperate with awarding body investigations and provide evidence as requested. Walton High School will ensure confidentiality, fairness, and protection for whistleblowers when dealing with allegations.

## **Roles and Responsibilities**

### **Head of Centre**

- Has overall responsibility for compliance with JCQ regulations
- Approves and submits malpractice reports to awarding bodies
- Ensures staff training, policy compliance, and secure exam conduct

### **Exams Officers (or contingency)**

- Implements JCQ regulations within the centre



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- Maintains secure storage and exam processes
- Coordinates investigations and gathers evidence
- Supports communication with awarding bodies

## Teaching Staff

- Provide accurate guidance for NEA in line with JCQ rules
- Report any suspected malpractice promptly
- Ensure authenticity of student work
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## Invigilators

- Follow JCQ ICE procedures
- Identify and report any suspicion of malpractice during examinations
- Maintain accurate records (seating plans, reports, incident logs)

## Students

- Follow all exam regulations provided by the school and JCQ
- Understand responsibilities and consequences of malpractice
- Submit work that is authentic and properly referenced
- Candidates must not share exam content or discuss secure material on social media



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## Malpractice Procedure

Any member of staff who suspects a case of malpractice should report this directly to the Head of Centre, Mr A Leese.

Investigations into allegations will be coordinated by Mr A Leese, Headteacher, who will ensure the initial investigation is carried out within ten working days. The person responsible for coordinating the investigation will depend on the qualification being investigated. The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. Where appropriate, the staff member concerned and any potential witnesses will be interviewed and their version of events recorded. The Head of Centre will decide when it is appropriate to submit a formal report to the relevant awarding body. The centre will maintain detailed records of all suspected malpractice cases, investigations, correspondence, evidence, and outcomes and retain these for at least 1 year.

The member of staff will be:

- informed in writing of the allegation made against him or her;
- informed what evidence there is to support the allegation;
- informed of the possible consequences, should malpractice be proven;
- given the opportunity to consider their response to the allegations;
- given the opportunity to submit a written statement;
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required);
- informed of the applicable appeals procedure, should a decision be made against him/her;
- information of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or professional bodies including the GTC;
- if work is submitted for moderation/verification or for marking which is not that of the candidate's own work, the awarding body may not be able to give that candidate a result.



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## Malpractice Sanctions

Where a member of staff is found guilty of malpractice, Walton High School may impose the following sanctions:

- **Written warning:** Issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied.
- **Training:** Require the member of staff, as a condition of future involvement in both internal and external assessments to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training
- **Special conditions:** Impose special conditions on the future involvement in assessments by the member of staff
- **Dismissal:** Should the degree of malpractice be deemed gross professional misconduct; the member of staff could face dismissal from his/her post.

## Misuse of AI (Artificial Intelligence)

Teachers will inform students on what constitutes AI misuse within their subject and how AI generated work must be acknowledged where necessary (as defined by the relevant awarding body). AI plagiarism by any student or staff member will be escalated in Centre for investigation by a senior member of leadership team responsible to examinations. They will consult with the IT Manager as to whether they deem AI plagiarism malpractice has occurred and then this will be reported back to the Exams Manager/Officer for the appropriate action with the relevant examination board(s) and appropriate sanctions will be imposed.

## Appeals

The member of staff may appeal against sanctions imposed on them. Appeals will be conducted in line with the organisations Appeals Policy.

**Updated November 2025 – to be reviewed annually in line with any changes to JCQ regulations**