



# GEORGE ABBOT SCHOOL

<b>Policy Title:</b>	<b>Suspected Candidate Malpractice Policy</b>
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<b>Date of most recent review:</b>	<b>October 2023</b>
<b>Date of next review:</b>	<b>October 2024</b>
<b>School Mission Statement:</b> Academic excellence within a strong community of equality and respect, where potential and opportunity are realised.	

The Centre will at all times adhere to the *JCQ Suspected Malpractice: Policies and Procedures and AI Use in Assessments: Protecting the Integrity of Qualifications*

The purpose of this document is to explain the process that the Centre takes regarding any candidate accused of suspected malpractice for all qualifications the Centre is authorised to deliver.

It is called suspected malpractice because although Centres MUST report any malpractice, the awarding body looks at the evidence provided and decides if there has been malpractice. The Awarding Body also decides if there are to be any penalties and what they will be.

Definition of Candidate Malpractice:

‘Malpractice’, means any act, default or practice which is a break of the Regulations or 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 of the validation of a result or certificate; and/or
- Damages the authority, reputation or credibility of any awarding body or Centre or any officer, employee or agent of any awarding body or Centre

Malpractice may or may not relate directly to sitting an examination. Awarding bodies are aware of the possibility of novel or unexpected forms of malpractice emerging as technologies and the nature and organisation of examination centres change.

Suspected Candidate Malpractice can be (but not exclusively):

- A mobile phone on a student in the examination venue regardless of whether it is on or off
- Unauthorised materials in the examination venue (could be revision notes, flash cards, letters, class timetables, make up etc)
- Any watch or electronic item (airbuds) on a student in the examination venue
- Not obeying instructions such as making noises, distracting other candidates, communicating with other candidates in the examination venue, being rude to Centre staff
- Having an unfair advantage over other students intentionally
- Signing a document to say coursework is all your own work when it is copied or not credited to other sources (called plagiarism)
- Mis-use of AI in non-examination assessments/coursework.

If an incident has occurred during an exam, the candidate will be allowed in most cases to complete their exam.

In the event of suspected malpractice:

1. When the examination has finished, the candidate will be either taken to another venue or kept behind to discuss what has happened. The candidate will be given an opportunity to write a candidate statement which should be signed and dated. This is the candidate's chance to tell us in their own words:
  - a. What has happened
  - b. If there any circumstances that led up to the incident
  - c. If they had any intention to commit suspected malpractice
2. The Examinations Manager will:
  - a. Ask the Centre staff involved to complete an Incident Log
  - b. Advise the candidate about the process, their rights, and timescales involved
  - c. Inform the Head of Centre about the incident, who may decide to speak with the candidate with another senior member of staff present
  - d. Will notify the awarding body by completing the appropriate JCQ documentation
  - e. Will confirm actions to the candidate in writing, and their parents/carers
3. When the awarding body's decision has been received by the Centre the Examinations Manager will advise the candidate and their parents/carers in writing of the outcome.
4. The candidate has a right to request an appeal if they are not happy with the decision, and the Head of Centre will decide whether this is appropriate. The final decision is made by the Head of Centre.

There are several penalties that could be applied if an awarding body decide that malpractice has been committed:

- Formal warning delivered by the Centre to the candidate
- Loss of marks:
  - on a section of the exam paper
  - for a component/paper
- Disqualification from:
  - a paper
  - all papers
  - whole qualification
  - from the exam series
- Candidate dis-barral with awarding bodies

Information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators and other appropriate authorities.

For further information:

[www.jcq.org.uk/exams-office/malpractice/](http://www.jcq.org.uk/exams-office/malpractice/)

### AI Use in Assessments

AI use refers to the use of AI tools such as large language models to obtain information and content which might be used in work produced for assessments which lead towards qualifications.

While a 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. Candidates should also be aware that AI tools are still being developed and there are often 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 data sets 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.

Examples of AI chatbots currently available include (but not exclusively):

- ChatGPT
- Jenni AI
- Writesonic
- Bloomai
- Google Bard.

There are also AI tools which can be used to generate images such as:

- Midjourney
- Stable Diffusion
- Dalle-E 2.

What is AI misuse?

As has always been the case, and in accordance with JCQ regulations, candidates must submit work for assessments which is their own. This means both ensuring that the final product is in their own words, and isn't copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work. Where candidates use material that is not their own work this should be clearly identified and referenced in all instances. Candidates are expected to demonstrate their own knowledge, skills and understanding as required for the qualification in question and set out in the qualification specification. This includes demonstrating their performance in relating to the assessment objectives for the subject relevant to the question/s or other tasks candidates have been set. Any use of AI which means candidates have not independently demonstrated their own attainment is likely to be considered malpractice.

AI tools must only be used when the conditions of the assessment permit the use of the internet and where the candidate is able to demonstrate that the final submission is the product of their own independent work and independent thinking.

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

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the candidate'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 candidate'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.

For further information:

<https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/>