

LIPA Sixth Form College

Malpractice Policy 2025 / 2026

This plan is reviewed annually to ensure currency.

Approved/reviewed by	
Amy Deane, October 2025	
Date of next review	August 2026

Introduction

What is malpractice and maladministration?

'Malpractice' and 'maladministration' are related concepts, the common theme of which is that they involve a failure to follow the rules of an examination or assessment. This policy and procedure uses the word 'malpractice' to cover both 'malpractice' and 'maladministration' and it means any act, default or practice which is:

- A breach of the regulations.
- A breach of awarding body requirements regarding how a qualification should be delivered.
- A failure to follow established procedures in relation to a qualification which:
 - Gives rise to prejudice to candidates.
 - Compromises public confidence in qualifications.
 - Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate.
 - Damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice.

Purpose of the policy

The purpose of this policy is to confirm how LIPA Sixth Form College manages malpractice under normal delivery arrangements in accordance with the regulations.

General principles

In accordance with the regulations, LIPA Sixth Form College will:

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations have taken place.
- Inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation.
- As required by an awarding body, gather evidence of any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication Suspected malpractice - Policies and procedures and provide such information and advice as the awarding body may reasonably require.

Candidate malpractice

‘Candidate malpractice’ means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Examples of candidate malpractice

The following are examples of malpractice by candidates with regards to portfolio-based qualifications. This list is not exhaustive:

- Plagiarism: the copying and passing of as the candidate’s own work, the whole or part of another person’s work
- Collusion: working collaboratively with other learners to produce work that is submitted as the candidate’s only
- Failing to abide by the instructions of an assessor – This may refer to the use of resources which the candidate has been specifically told not to use

Candidate malpractice involving artificial intelligence

AI misuse constitutes malpractice as defined in the JCQ Suspected Malpractice Policies and Procedures (<https://www.jcq.org.uk/exams-office/malpractice/>). AI use refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead towards qualifications.

AI chatbots are AI tools which generate text in response to user prompts and questions.

AI chatbots can complete many useful academic 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
- Generate images and designs

LIPA Sixth Form College is committed to a future-facing and balanced approach to the use of AI technologies which enables students to use AI technology effectively, responsibly and ethically.

The Joint Council for Qualifications states that AI misuse includes, but is not limited to, the following:

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

At LIPA Sixth Form College, the only exam-assessed qualifications we offer to students are GCSE qualifications in English Language and Mathematics. Where students use computers as their normal way of working in class, they are able to use a computer in their exams. However, in these instances college always ensures that internet is disabled. This helps us ensure that AI misuse will not be a feature in exams.

College uses an AI checker where there are any staff concerns linked to AI malpractice in classwork: <https://gptzero.me/>

Centre staff malpractice

'Centre staff malpractice' means malpractice committed by:

- A member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre; or
- An individual appointed in another capacity by a centre such as an invigilator, a communication professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe.

With regards portfolio qualifications, malpractice could involve:

- 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

Preventing malpractice

LIPA Sixth Form College has in place:

- robust processes to prevent and identify malpractice, as outlined in section 3.3 of the JCQ publication Suspected Malpractice: Policies and Procedures

Identification and reporting of malpractice linked to qualifications covered by the JCQ

- The head of centre will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice, using the appropriate forms, and will conduct any investigation and gathering of information in accordance with the requirements of the JCQ publication Suspected Malpractice: Policies and Procedures
- Form JCQ/M1 will be used to notify an awarding body of an incident of candidate malpractice.
- Form JCQ/M2 will be used to notify an awarding body of an incident of suspected staff malpractice/maladministration
- Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication need not be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately

- If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (a candidate or a member of staff) will be informed of the rights of accused individuals
- Once the information gathering has concluded, the head of centre (or other appointed information-gatherer) will submit a written report summarising the case to the relevant awarding body, accompanied by the information obtained during their enquiries
- Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used
- The awarding body will decide on the basis of the report, and any supporting documentation, whether there is evidence of malpractice and if any further investigation is required. The head of centre will be informed accordingly

Communicating malpractice decisions

Once a decision has been made, it will be communicated in writing to the head of centre as soon as possible. The head of centre will communicate the decision to the individuals concerned and pass on details of any sanctions and action in cases where this is indicated. The head of centre will also inform the individuals if they have the right to appeal

Appeals against decisions made in cases of malpractice

LIPA Sixth Form College will:

- Provide the individual with information on the process for submitting an appeal, where relevant.
- Refer to further information and follow the process provided in the JCQ publication A guide to the awarding bodies' appeals processes.

This document lays out LIPA Sixth Form College's approach to issues of malpractice linked to the qualifications we deliver in college.

When there have been any instances of malpractice by students or staff members linked to the qualifications we deliver, the awarding bodies will be contacted.