



iCollege

Alternative Education West Berkshire

Malpractice Policy

Document Control	
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Date:	June 2024
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Written by:	Angie Palmer
Associated policies and useful information	<p>This policy should be read in conjunction with other related policies including:</p> <ul style="list-style-type: none">• iCollege's Examinations Policy• iCollege's Controlled Assessment Policy• JCQ's Suspected Malpractice in Examinations and Assessments Policy and the appropriate Malpractice Forms submitted as appropriate and within any timescales contained therein.
Review:	June 2026

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iCollege treats all cases of suspected malpractice very seriously and will investigate all suspected and reported incidents of possible malpractice. The purpose of this Policy [and Procedure] is to set out how allegations of malpractice in relation to all qualifications are dealt with. The scope of the policy is to provide:

- A definition of malpractice
- Examples of learner and iCollege malpractice and maladministration
- Possible sanctions that may be imposed in cases of malpractice. The term ‘malpractice’ in this policy is used for both malpractice and maladministration

1. Purpose

- 1.1. For the purpose of this document ‘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:

1.1.1 a breach of the Regulations

INSPIRATION KS1 & 2 Foxglove Way, Thatcham, Berkshire, RG18 4DH 01635 877114	POD PLUS KS2 & 3 Modular Building Paynesdown Road, Thatcham, Berkshire, RG19 3TE 01635 243208	IMPACT KS 3 Moorside Community Centre Urquhart Road, Thatcham, Berkshire, RG19 4RE 01635 953294	The POD KS2 INTERVENTION KS3 & 4 88 Newtown Road, Newbury, Berkshire, RG14 7BT 01635 49397	INTEGRATION KS3 & 4 22, Highview, Calcot, Reading, Berkshire, RG31 4XD 01189 416636	INDEPENDENCE KS4 & 5 Richmond House, Bath Road, Newbury, Berkshire, RG30 1QY 01635 48872
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1.1.2 a breach of awarding body requirements regarding how a qualification should be delivered

1.1.3 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 (SMPP 1)

1.2. iCollege will report all relevant cases of suspected malpractice to Awarding Bodies, accepting that in certain circumstances Awarding Bodies may take action of its own, including imposing sanctions.

1.3. 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. (SMPP 2)

1.4. Centre staff malpractice

'Centre staff malpractice' means malpractice committed by:

- 1.4.1. A member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre; or
- 1.4.2. 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 (SMPP 2)
- 1.4.3. Suspected malpractice for the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice. (SMPP 2)

1.5. Purpose of the policy

To confirm iCollege Independence:

- 1.5.1. has in place a written malpractice policy which covers all qualifications delivered by the centre and details how candidates are informed and advised to avoid committing malpractice in examinations/assessments, how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body (GR 5.3)

1.6. General Principles

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In accordance with the regulations iCollege Independence will:

- 1.6.1. Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations have taken place (GR 5.11)
- 1.6.2. 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 (GR 5.11)
- 1.6.3. 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 (GR 5.11)

1.7. Preventing Malpractice

iCollege has in place:

- 1.7.1. Robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ publication Suspected Malpractice: Policies and Procedures. (SMPP 4.3)
- 1.7.2. This includes ensuring that all staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the JCQ documents mentioned above and any further awarding body guidance:
 - General Regulations for Approved Centres 2023-2024
 - Instructions for conducting examinations (ICE) 2023-2024
 - Instructions for conducting coursework 2023-2024
 - Instructions for conducting non-examination assessments 2023-2024
 - Access Arrangements and Reasonable Adjustments 2023-2024
 - A guide to the special consideration process 2023-2024
 - Suspected Malpractice: Policies and Procedures 2023-2024
 - Plagiarism in Assessments
 - AI Use in Assessments: Protecting the Integrity of Qualifications
 - A guide to the awarding bodies' appeals processes 2023-2024 (SMPP 3.3.1)

2. Malpractice by learners

- 2.1. Some examples of learner malpractice are described below. These examples are not exhaustive and all incidents of suspected malpractice, whether or not described below, will be fully investigated, where there are sufficient grounds to do so.
 - 2.1.1. Obtaining examination or assessment material without authorisation.
 - 2.1.2. Arranging for an individual other than the learner to sit an assessment or to submit an assignment not undertaken by the learner.

- 2.1.3. Impersonating another learner to sit an assessment or to submit an assignment on their behalf.
- 2.1.4. Collaborating with another learner or individual, by any means, to complete a coursework assignment or assessment, unless it has been clearly stated that such collaboration is permitted.
- 2.1.5. Damaging another learner's work.
- 2.1.6. Inclusion of inappropriate or offensive material in controlled assessment scripts.
- 2.1.7. Failure to comply with published awarding bodies' examination regulations.
- 2.1.8. Disruptive behaviour or unacceptable conduct, including the use of offensive language, at the school or other linked assessment venue (including aggressive or offensive language or behaviour).
- 2.1.9. Producing, using or allowing the use of forged or falsified documentation, including but not limited to: i) College a) Personal identification; b) Supporting evidence provided for reasonable adjustment or special consideration applications; c) Awarding bodies results documentation, including certificates.
- 2.1.10. Falsely obtaining, by any means, an awarding bodies' certificate.
- 2.1.11. Misrepresentation or plagiarism.
- 2.1.12. Fraudulent claims for special consideration while studying.
- 2.1.13. Possession of any materials not permitted in the assessment room, regardless of whether or not they are relevant to the assessment, or whether or not the learner refers to them during the assessment process, for example notes, blank paper, electronic devices including mobile phones, smart watches, personal organisers, books, dictionaries / calculators (when prohibited).
- 2.1.14. Communicating in any form, for example verbally or electronically, with other learners in the assessment room when it is prohibited.
- 2.1.15. Copying the work of another learner or knowingly allowing another learner to copy from their own work.
- 2.1.16. Failure to comply with instructions given by the assessment invigilator, including but not limited to: a) working beyond the allocated time; b) refusing to hand in assessment script / paper when requested; c) not adhering to warnings relating to conduct during the assessment.

2.2. AI Misuse

- 2.2.1. As has always been the case, and in accordance with section 5.3(k) of the JCQ General Regulations for Approved Centres (<https://www.jcq.org.uk/exams-office/general-regulations/>), students must submit work for assessments which is their own. This means both ensuring that the final product is in their own words,

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and isn't copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work. Students 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 relation to the assessment objectives for the subject relevant to the question/s or other tasks students have been set. While AI may become an established tool at the workplace in the future, for the purposes of demonstrating knowledge, understanding and skills for qualifications, it's important for students' progression that they do not rely on tools such as AI. Students should develop the knowledge, skills and understanding of the subjects they are studying.

2.2.2. Students must be able to demonstrate that the final submission is the product of their own independent work and independent thinking.

- AI misuse is where a student has used one or more AI tools but has not appropriately acknowledged this use and has submitted work for assessment when it is not their own. Examples of AI misuse include, but are not limited to, the following:
- Copying or paraphrasing sections of AI-generated content so that the work submitted for assessment 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.

2.2.3. AI misuse constitutes malpractice as defined in the JCQ Suspected Malpractice: Policies and Procedures (<https://www.jcq.org.uk/exams-office/malpractice/>). The malpractice sanctions available for the offences of 'making a false declaration of authenticity' and 'plagiarism' include disqualification and debarment from taking qualifications for a number of years. Students' marks may also be affected if they have relied on AI to complete an assessment and, as noted above, the attainment that they have demonstrated in relation to the requirements of the qualification does not accurately reflect their own work. Examples of AI misuse cases dealt with by awarding organisations can be found in Appendix A: AI misuse examples at the end of this document

3. Malpractice by iCollege's employees and stakeholders

3.1. Examples of malpractice by, teachers, tutors and other officers, (including, where the centre is also an examination centre, invigilators and examination administrators) are listed below. These examples are not exhaustive and all incidents of suspected malpractice, whether or not described below, will be fully investigated, where there are sufficient grounds to do so.

3.1.1. Failure to adhere to the relevant awarding bodies' regulations and procedures, including those relating to centre approval, security undertaking and monitoring requirements as set out by awarding bodies.

3.1.2. Knowingly allowing an individual to impersonate a learner.

3.1.3. Allowing a learner to copy another learner's assignment work, or allowing a learner to let their own work be copied.

3.1.4. Allowing learners to work collaboratively during an assessment, unless specified in the assignment brief.

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- 3.1.5. Completing an assessed assignment for a learner or providing them with assistance beyond that 'normally' expected.
- 3.1.6. Damaging a learner's work.
- 3.1.7. Disruptive behaviour or unacceptable conduct, including the use of offensive language (including aggressive or offensive language or behaviour).
- 3.1.8. Allowing disruptive behaviour or unacceptable conduct at the centre to go unchallenged, for example, aggressive or offensive language or behaviour.
- 3.1.9. Divulging any information relating to learner performance and / or results to anyone other than the learner.
- 3.1.10. Producing, using or allowing the use of forged or falsified documentation, including but not limited to: a) Personal identification; b) Supporting evidence provided for reasonable adjustment or special consideration applications; and c) Awarding Bodies results documentation, including certificates.
- 3.1.11. Falsely obtaining by any means an awarding body certificate. ICollege
- 3.1.12. Failing to report a suspected case of learner malpractice, including plagiarism, to awarding bodies.
- 3.1.13. Moving the time or date of a fixed examination.
- 3.1.14. Failure to keep examination question papers, examination scripts or other assessment materials secure, before during or after an examination.
- 3.1.15. Allowing a learner to possess and / or use material or electronic devices that are not permitted in the examination room.
- 3.1.16. Allowing learners to communicate by any means during an examination in breach of regulations.
- 3.1.17. Allowing a learner to work beyond the allotted examination time.
- 3.1.18. Leaving learners unsupervised during an examination.
- 3.1.19. Assisting or prompting candidates with the production of answers.

4. Possible Malpractice Sanctions

- 4.1. Following an investigation, if a case of malpractice is upheld, ICollege may impose sanctions or other penalties on the individual(s) concerned. Where relevant we will report the matter to awarding bodies, and awarding bodies may impose one or more sanctions upon the individual(s) concerned. Any sanctions imposed will reflect the seriousness of the malpractice that has occurred.
- 4.2. Listed below are examples of sanctions that may be applied to a learner, or to a teacher, tutor, invigilator or other officer who has had a case of malpractice upheld against them. Please note that: i) this list is not exhaustive and other sanctions may be applied on a case-by-case basis. ii) Where the malpractice affects examination performance, awarding bodies may impose sanctions of its own. Possible centre sanctions

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that may be applied to learners: a) A written warning about future conduct. b) Notification to an employer, regulator or the police. c) Removal from the course. Possible sanctions that may be applied to teachers, tutors invigilators, and other officers: a) A written warning about future conduct. b) Imposition of special conditions for the future involvement of the individual(s) in the conduct, teaching, supervision or administration of learners and/or examinations. c) Informing any other organisation known to employ the individual in relation to awarding body courses or examinations of the outcome of the case. d) ICollege may carry out unannounced monitoring of the working practices of the individual(s) concerned. e) Dismissal. ICollege Procedure.

5. Reporting a suspected case of malpractice

- 5.1. This process applies to, teachers, invigilators learners and other centre staff, and to any reporting of malpractice by a third party or individual who wishes to remain anonymous.
- 5.2. Any case of suspected malpractice should be reported in the first instance to the Exams Officer. 5.3. A written report should then be sent to the person identified in 5.2, clearly identifying the factual information, including statements from other individuals involved and / or affected, any evidence obtained, and the actions that have been taken in relation to the incident.
- 5.3. A written report should then be sent to the person identified in 5.2, clearly identifying the factual information, including statements from other individuals involved and / or affected, any evidence obtained, and the actions that have been taken in relation to the incident.
- 5.4. Suspected malpractice must be reported as soon as possible to the person identified in 5.2, and at the latest within two working days from its discovery. Where the suspected malpractice has taken place in an examination, the incident be reported urgently and the appropriate steps taken as specified by awarding bodies.
- 5.5. Wherever possible, and provided other learners are not disrupted by doing so, a learner suspected of malpractice should be warned immediately that their actions may constitute malpractice, and that a report will be made to the centre.
- 5.6. In cases of suspected malpractice by ICollege teachers, invigilators and other officers, and any reporting of malpractice by a third party or individual who wishes to remain anonymous, the report made to the person in 5.2 it should include as much information as possible, including the following: a) The date time and place the alleged malpractice took place, if known. b) The name of the teacher, invigilator or other person(s) involved c) A description of the suspected malpractice; d) Any available supporting evidence.
- 5.7. In cases of suspected malpractice reported by a third party, or an individual who wishes to remain anonymous, ICollege will take all reasonable steps to authenticate the reported information and to investigate the alleged malpractice.

6. Administering suspected areas of malpractice

- 6.1. ICollege will investigate each case of suspected or reported malpractice relating to Awarding Body qualifications, to ascertain whether malpractice has occurred. The investigation will aim to establish the full facts and circumstances. We will promptly take all reasonable steps to prevent any adverse effect that may arise as a result of the malpractice, or to mitigate any adverse effect, as far as possible, and to correct it to

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make sure that any action necessary to maintain the integrity of awarding bodies qualifications and reputation is taken.

- 6.2. iCollege will acknowledge all reports of suspected malpractice within five working days. All of the parties involved in the case will then be contacted within 10 working days of receipt of the report detailing the suspected malpractice. We may also contact other individuals who may be able to provide evidence relevant to the case.
- 6.3. The individual(s) concerned will be informed of the following: a) That an investigation is going to take place, and the grounds for that investigation; iCollege b) Details of all the relevant timescales, and dates, where known; c) That they have a right to respond by providing a personal written response relating to the suspected malpractice (within 15 working days of the date of that letter); d) That, if malpractice is considered proven, sanctions may be imposed either by iCollege or by awarding bodies reflecting the seriousness of the case; e) That, if they are found guilty, they have the right to appeal. f) That iCollege has a duty to inform awarding bodies and other relevant authorities / regulators, but only after time for the appeal has passed or the appeal process has been completed. This may also include informing the police if the law has been broken and to comply with any other appropriate legislation.
- 6.4. Where more than one individual is contacted regarding a case of suspected malpractice, for example in a case involving suspected collusion, we will contact each individual separately, and will not reveal personal data to any third party unless necessary for the purpose of the investigation.
- 6.5. The individual has a right to appeal against a malpractice outcome if they believe that the policy or procedure has not been followed properly or has been implemented to their detriment.

6.6. Appeals against decisions made in cases of malpractice

iCollege Independence will:

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

Head Teacher: Jacqueline Davies	Sign:	Chair of Governing Body: Maureen Sims	Sign:
Date:		Date:	

Change Record				
Version Number	Date Approved	Management Committee Minute Reference	Description of Amendments	Review Date
1	2018?		Reviewed and Modified: February 2018 Adam Butler Exams Officer	
2	9.7.24	Approved at MC 9.7.24	Re-written by AMP/ED June 24	June 26

Keeping Children Safe in Education

All staff at iCollege take seriously their responsibility to protect and safeguard the welfare of children and young people in their care; this includes protecting children from maltreatment; preventing impairment of children's mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

INSPIRATION KS1 & 2

Foxglove Way,
Thatcham, Berkshire,
RG18 4DH
01635 877114

POD PLUS KS2 & 3

Modular Building
Paynesdown Road,
Thatcham, Berkshire,
RG19 3TE
01635 243208

IMPACT KS 3

Moorside Community Centre
Urquhart Road,
Thatcham, Berkshire,
RG19 4RE
01635 953294

The POD KS2

INTERVENTION KS3 & 4
88 Newtown Road,
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RG14 7BT
01635 49397

INTEGRATION KS3 & 4

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INDEPENDENCE KS4 & 5

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