



Malpractice Policy (includes use of AI)

PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY

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LAST REVIEW DATE

September 2025

NEXT REVIEW

September 2026

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1. Statement

Albemarle College endeavours to take all reasonable steps to prevent the occurrence of malpractice and maladministration among students and staff before, during and after assessments have taken place.

Where any alleged, suspected or actual incidents of malpractice (including maladministration) occur, by whomever and for whatever reason, the College will inform the awarding body appropriately and immediately.

The College will gather evidence of any malpractice, as required, in accordance with JCQ regulations.

2. Aims

The aim of this policy is to set out:

what constitutes malpractice and maladministration
how candidates are informed about malpractice and advised to avoid committing malpractice in examinations and assessment
guidance around the use of generative AI (gen-AI): usage, acknowledging use, risks of use, misuse and how this is treated as malpractice
how suspected malpractice issues are reported and investigated.

3. Related policies and JCQ regulations

3.1 Related policies

Examinations Policy

Controlled Assessment Policy

Non-Examinations Assessment (NEA) Policy

Plagiarism Policy

Staff Code of Conduct

Student Behaviour and Exclusions Policy

3.2 JCQ requirements and examination guidance

This policy and the procedures put in place to prevent malpractice have been developed in accordance with JCQ requirements and guidance, including Suspected Malpractice: Policies and Procedures.

JCQ regulations and examination guidance

4. Malpractice and maladministration

4.1 Definition

For the purpose of this policy, and as defined by the JCQ, malpractice and maladministration, herein referred to as malpractice, involves a failure to follow the rules of an examination or assessment. This means any act, default or practice which is:

- a breach of the JCQ 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.

4.2 Suspected malpractice

Suspected malpractice means all alleged or suspected incidents of malpractice, irrespective of how they arise, by a member of the College staff or candidates.

4.2.1 Centre staff malpractice

Malpractice committed by:

a member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at the College;

an individual appointed in another capacity by the College such as an invigilator or a practical assistant.

4.2.2 Candidate malpractice

Malpractice committed by a candidate relating to any examination or assessment including, but not limited to:

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;
the completion of any examination.

5. How candidates are informed and advised about malpractice in examinations and assessments

Student portal: JCQ Information for Candidates

College webinar to parents and students prior to examinations.

This includes sharing the Examination Information for Students document prior to examinations, which outlines procedures and regulations and includes information about malpractice and the use of gen-AI.

6. Use of AI

Students are advised on gen-AI usage, when and how to acknowledge use, risks of use, misuse and how this is treated as malpractice, specifically where this relates to examinations and assessments that lead towards a formal qualification. Guidance and information from teachers and the Examinations Officer is given in accordance with JCQ guidance Teachers & Assessors – AI Use in Assessments: Protecting the Integrity of Qualifications.

6.1 AI use in assessments

Students complete the majority of their examinations and assessments under close staff supervision. Preparation, research and production of some assessments, such as NEAs, coursework and internal assessments, may involve permitted use of the internet.

Students must only submit work for assessments which is their own and must be able to demonstrate that their final submission is the product of their own independent work and thinking.

Misuse of gen-AI tools in relation to qualification assessments at any time constitutes malpractice.

6.2 Misuse of gen-AI

Misuse of gen-AI is where a student has used gen-AI tools in producing their work but failed to properly acknowledge this use (making a false declaration of authenticity) or submitted work that is not their own (plagiarism).

Examples of gen-AI misuse, as described by the JCQ:

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.

Students may receive severe sanctions for malpractice such as disqualification and debarment from taking further examination qualifications for a number of years, in accordance with JCQ regulations.

7. Reporting malpractice

Alleged, suspected or actual incidents of malpractice must be reported to the Examination Officer and/or the Principal (Head of Centre) immediately. They will then notify the appropriate awarding body and conduct an investigation, in accordance with JCQ regulations.

7.1 Investigation

Where a candidate who is under investigation for malpractice is a child, the Principal will ensure the child's parent/appropriate adult is kept informed.

Malpractice relating to a controlled assessment, coursework or non-examination assessment component that has not been officially authenticated (signed) by the candidate may be dealt with according to the College's internal procedures as set out in the Plagiarism Policy, Student Behaviour and Exclusions Policy

and Staff Code of Conduct. This does not apply where there has been a potential breach of confidential materials, which must be reported to the awarding body immediately.

If, in the view of the investigator, there is sufficient evidence implicating malpractice by a candidate or staff member, that individual will be informed of their rights.

The Principal (or delegated member of staff) will submit a written report to the relevant awarding body, with supporting evidence, based on information gathered about the malpractice. The awarding body will then decide on this basis whether further investigation is required and inform the Principal accordingly.

7.2 Outcomes and appeal

Final decisions by the awarding body will be communicated to the Principal in writing. Those concerned will be advised of the outcome, including any sanctions or action indicated, and their right and process to appeal.

8. Review

This policy is reviewed annually.