Oak Academy

Malpractice

September 2026

Version	V0.01
Approval Date	November 2026
Approved	Principal
Lead Reviewer	AVP Standards
Review Date	December 2027

Contents

1. Introduction 3
1.1. Statement of Intent 3
1.2. Audience 3
1.3. Revision History 3
1.4. Definitions 3
2. What is malpractice and maladministration? 4
3. Candidate malpractice 4
4. Centre staff malpractice 4
5. Preventing malpractice 4
6. Informing and advising candidates how to avoid committing malpractice in examinations/assessments 5
7. AI use in assessments 5
8. Identification and reporting of malpractice 5
9. Communicating malpractice decisions 6
10. Appeals against decisions made in cases of malpractice 6

1. Introduction

1.1. Statement of Intent

To confirm that Oak Academy has in place a policy which covers all qualifications delivered by the centre detailing 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. It must also acknowledge the use of AI (e.g. what is AI, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice)

In accordance with the regulations Oak Academy will:

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration before, during and after assessments 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 current JCQ document 'Suspected Malpractice – Policies and Procedures and provide such information and advice as the awarding body may reasonably require.

1.2. Audience

This policy is intended for use by all support, teaching staff and management of Authentic Education.

1.3. Revision History

Issue	Date	Author	Changes
V0.00	April 2026	AVP Standards	

1.4. Definitions

Detail any definitions here to aid in the understanding of the policy that the reader may not be familiar with. This may include technical or statutory definitions.

2. What is malpractice and maladministration?

'Malpractice' and 'maladministration' are related concepts, the common theme being 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 of officer, employee or agent of any awarding body or centre.

3. Candidate malpractice

'Candidate malpractice' normally involves 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 completion of any examination.

4. 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
- 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

5. Preventing malpractice

Oak Academy has in place:

- Robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ document 'Suspected Malpractice: Policies and Procedures'

- This includes ensuring that staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in the following JCQ documents and any further awarding body guidance:
    - General Regulations for Approved Centres 2025-26
    - Instructions for conducting examinations (ICE) 2025-26
    - Instructions for conducting coursework 2025-26
    - Instructions for conducting non-examination assessments 2025-26
    - Access Arrangements and Reasonable Adjustments 2025-26
    - A guide to the special consideration process 2025-26
    - Suspected Malpractice: Policies and Procedures 2025-26
    - Plagiarism in Assessments
    - AI Use in Assessments: Protecting the Integrity of Qualifications
    - Post Results Services June 2024 and November 2024
    - A guide to the awarding bodies' appeals processes 2025-26

6. Informing and advising candidates how to avoid committing malpractice in examinations/assessments

Students are informed about malpractice and how to avoid it, during an assembly held prior to formal exams starting. They are also provided with a copy of the JCQ Information for Candidates documents.

Students are made aware of the need for submitted work to be their own and any use of AI must be acknowledged.

7. AI use in assessments

Students complete their non-examination assessments under close supervision with limited access to authorised material.

JCQ support resources are used to help students better understand the rules for the use of AI in assessments. They are also used to inform staff with clear information.

8. Identification and reporting of malpractice

Escalating suspected malpractice issues:

- Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels. Which will happen as follows:
    - The Head of the Centre will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice, suing the appropriate forms, and will conduct any investigation and gathering of information in accordance with the requirements of the JCQ document 'Suspected Malpractice: Policies and Procedures.

- The Head of the Centre will ensure that, where a candidate is a child or an adult at risk and is the subject of a malpractice investigation, the candidate's parent/carer/appropriate adult is kept informed of the progress of the investigation.
- 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 does not need to 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 view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (the candidate or the 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 information obtained and actions taken to the relevant awarding body, accompanied by the information obtained during the course of 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.

9. 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.

10. Appeals against decisions made in cases of malpractice

Oak Academy will:

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