



SCHOOL

POLICY

Policy Name:	Malpractice and Maladministration
Review date:	
Date to be reviewed:	
Agreed by the BOG on:	
Policies which are linked to this policy:	

Integrated Education has been one of the most significant social developments within Northern Ireland in the last 40 years. Priory wears its Integrated ethos and practice with pride, Integration is prioritised by school leadership and is led by the Principal, BOGs and a drive team, under the leadership of the newly appointed Integration Co-ordinator. The four core principles of integrated education - **equality, faith and values, parental involvement** and **social responsibility** are central in all we do. Integration and Inclusion remains high on the agenda of the college and we will endeavour to make sure that every child is welcomed and taught in a safe and nurturing Priory College.

College Mission Statement

Priory Integrated College welcomes children from all traditions, cultures and abilities. Together, we aim to empower every child to reach their full potential, in a nurturing, caring environment which upholds respect and excellence for all.

Malpractice and Maladministration Policy

The purpose of this policy is to set out and define the procedures to be followed in the event of any dispute or allegation regarding staff or pupil/student malpractice or maladministration in the assessment of internally marked qualifications and also regarding examinations invigilated by staff at the school and marked externally. It also details the process which will be followed to ensure that any allegations are fully investigated.

Malpractice is any illegal or unethical activity or practice that deliberately breaches regulations, or might compromise quality assurance or control, or undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification, or could otherwise compromise the reputation of an awarding body, the school, or the wider qualifications community.

Maladministration is any unintentional activity or practice that leads to noncompliance with exam board requirements. In most cases, maladministration will relate to administrative or quality assurance procedures, and may involve any or all of the following: candidates, school staff, awarding organisation staff. Maladministration, if serious enough, may be treated as malpractice.

Guidance for preventing malpractice and maladministration

Provide clear information for staff

Many instances of malpractice relate to a lack of communication. For example, all staff involved must be aware of the assessment requirements, the relevant administrative procedures and the terminology and definitions of malpractice and maladministration. They must be aware of the procedures to follow should they become aware of either centre staff or candidate malpractice or maladministration occurring.

AI Use in Assessments: Protecting the Integrity of Qualifications

Where teachers are responsible for marking assessments, e.g. coursework, non-exam assessments, the use of AI as a 'sole marker' is not permitted.

JCQ Instructions for conducting non-examinations assessments (see Paragraph 6.1 and Paragraph 8.1)

Identify the key roles of staff

It must be clear to all staff what their roles and responsibilities are for the various aspects of the management, delivery and administration of assessments (assessors, internal moderator, exams officers and other administrative staff).

Provide clear information for students

Students should be aware of regulations and consequences of collusion, copying or allowing their work to be copied.

Malpractice

Examples of learner malpractice may include:

- Misuse of assessment/examination material
- Bringing unauthorised material into an assessment/examination environment

- Obtaining or passing on assessment/exam related information through talking or passing notes
- Copying from another learner
- Plagiarism of another's work, including the misuse of AI tools (see Appendix 1)
- Working collaboratively with other learners to produce work that is submitted as the students only
- Disruptive behaviour during the assessment/examination
- Impersonation – pretending to be someone else, or arranging for someone else to undertake the assessment/examination in your place
- Breaching security of assessment/examination materials
- Failing to follow instructions provided by an assessor/invigilator
- Changing result statements or certificates

This list is not exhaustive and any other action deemed to compromise the integrity of the qualification/course will be subject to the policy.

Examples of staff malpractice may include:

- Assisting learners in the production of work for assessment
- Producing falsified witness statements about learner performance
- Changing assessment results/examination marks without sufficient evidence to support the decision
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assessment portfolio
- Improper assistance to a learner during assessment/examination
- Moving the time or date of the assessment/examination without prior agreement of those concerned
- Failure to supervise the assessment/examination properly
- Falsifying records/certificates, for example by alteration, substitution, or by fraud
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment
- Failure to keep assessment/examination materials secure

This list is not exhaustive and any other action deemed to compromise the integrity of the qualification/course will be subject to the policy.

Procedures for Reporting and Investigating Malpractice

If Priory Integrated College discovers or is made aware of alleged malpractice, we will conduct a full investigation.

If Priory Integrated College is accused of malpractice an independent investigator will be appointed to carry out the investigation.

Individual/s being investigated for alleged malpractice will be informed of this in writing at the earliest possible opportunity. This notification will detail the nature of the malpractice for which they are being investigated and the possible consequences they may face should they be found guilty. Any individual accused of malpractice will be given the opportunity to respond to any allegations made against them.

If an anonymous report of malpractice is made, it will only be investigated if sufficient evidence is provided, or if it is serious enough to warrant investigation on the claim alone.

Recording and Reporting

Investigations of malpractice will be subject to the production of a written report to include the following, as appropriate:

- Details of all the facts, details of any circumstances, and details of the investigation carried out
- Written statement(s) from the person under investigation
- Written statement(s) from all other persons involved
- Details of any mitigating circumstances
- Details of the conclusions as to whether and what malpractice is deemed to have taken place

After the compilation of the report a member of Senior Leadership Team will be appointed to:

- Review the report
- Decide whether the correct procedures have been adhered to in conducting the investigation
- Ensure that the individual accused of malpractice has had a fair chance to explain themselves
- Review the conclusions of the report and agree/disagree with the findings
- Discuss and agree appropriate penalties/actions

Each case will be considered on an individual basis dependant on all the information given.

Sanctions

Priory Integrated College will take action/impose penalties in order to prevent the individual/s from gaining an unfair advantage and to maintain the integrity of the assessment/examination and the confidence in the public of the awarding procedures.

Any sanction/penalty imposed will reflect the severity of the malpractice. The following sanctions may be imposed:

- An official warning
- Withdrawal of contract (in the case of associates/trainers/verifiers etc)
- Loss of part of the marks gained for the assessment/examination
- Loss of all the marks gained for the assessment/examination
- Disqualification from the whole qualification
- Disqualification from all qualifications taken in that series
- Priory Integrated College will report all allegations of malpractice to Awarding Bodies in line with the Awarding Body Centre Approval terms and conditions

Appendix 1

What is AI

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.

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

Risks of Using AI

The use of AI chatbots may pose significant risks if used by students completing qualification assessments.

The responses cannot be relied upon. AI chatbots often produce answers which may seem convincing but contain incorrect or biased information. Some AI chatbots have been identified as providing dangerous and harmful answers to questions and some can also produce fake references to books/articles by real or fake people.

What AI Misuse is

Students must submit work for assessments which is 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.

How will this be treated as Malpractice

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.

When may AI be used and how should it be acknowledged

Where students use AI, they must acknowledge its use and show clearly how they have used it. This allows teachers and assessors to review how AI has been used and whether that use was appropriate in the context of the particular assessment.

Where AI tools have been used as a source of information, a student's acknowledgement must:

- Show the name of the AI source used
- Show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01.2023.
- The student must, retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a noneditable format (such as a screenshot)
- Provide a brief explanation of how it has been used.

This must be submitted with the work so the teacher/assessor is able to review the work, the AI-generated content and how it has been used.

Where this is not submitted, and the teacher/assessor suspects that the student has used AI tools, the teacher/assessor will need to follow the centre's 'Procedures for Reporting and Investigating Malpractice'.

Teachers and assessors must be assured that the work they accept for assessment and mark is authentically the student's own work. They are required to confirm this during the assessment process through the completion of a 'Pupil Verification Form'.

Appendix 2
Pupil Verification Form