

# *Ysgol Hendrefelin*



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## Suspected Malpractice and AI (Artificial Intelligence) in Examinations and Assessments Policy

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### MONITORING AND EVALUATION OF POLICY

<b>Policy Type:</b>	School
<b>Review Cycle:</b>	Annually
<b>Last Review Date:</b>	March 2026

# Suspected Malpractice and AI (Artificial Intelligence) in Examinations and Assessments Policy

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## Academic Year 2025–2026

**Head of Centre:** Ryan Duford (Centre Nos. 68808 and 68844)

**Exams Officers:**

- Ceri Kretzschmar (Centre No. 68808 – Bryncoch Site)
- Angelina Lewis (Centre No. 68844 – Velindre Site)

**ALNCo:** Cerian Flannery

Ysgol Hendrefelin operates across two sites (68808 and 68844). As one school, both sites adhere to the same policies and procedures.

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## 1. Purpose

This policy aims to ensure that all staff and students act with integrity and impartiality during all examination-related activities. It outlines procedures to prevent, detect, and address malpractice, including misuse of artificial intelligence (AI), and supports compliance with awarding body regulations (including JCQ and WJEC). It sets expectations for staff, students, and the exams office, promoting fairness, honesty, and academic excellence.

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## 2. Definitions of Malpractice

### 2.1 Candidate Malpractice

Candidate malpractice refers to any attempt by a student to gain an unfair advantage in an examination or assessment. This includes, but is not limited to:

- **Cheating:** Copying from another student, using unauthorised materials, or receiving unauthorised help.
- **Plagiarism:** Presenting another person's work, ideas, or AI-generated content as one's own without proper acknowledgement.
- **Collusion:** Working with others to produce work submitted as an individual effort.
- **Impersonation:** Pretending to be another person during an exam or arranging for someone else to take an exam.
- **Communication:** Talking or exchanging information with others during an assessment.
- **Misuse of AI:** Submitting work that has been wholly or partially generated by AI without clear identification or misrepresenting independent effort.
- **Use of Unauthorised Aids:** Bringing in materials or devices not permitted during exams.
- **Breach of Regulations:** Behaviour that compromises public confidence in qualifications or the integrity of assessment.

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## 2.2 Centre Staff Malpractice

Staff malpractice includes any act or omission by a member of staff that compromises the integrity of the assessment process. This includes, but is not limited to:

- Assisting candidates beyond permitted guidelines.
- Tampering with student work or assessment records.
- Allowing unsupervised access to unauthorised materials or devices.
- Accepting or overlooking non-authentic work knowingly.

Such malpractice is considered misconduct and is addressed through the school's **Staff Disciplinary Policy**.

## 2.3 Suspected Malpractice

Suspected malpractice is any situation where there is reason to believe that candidate or staff malpractice may have occurred. All suspected cases must be reported to the **Head of Centre**.

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## 3. Prohibited Actions (Students)

Students must not:

- Bring unauthorised materials or devices into exams.
  - Communicate with others during exams.
  - Copy from or allow others to copy work.
  - Plagiarise or submit AI-generated content improperly.
  - Leave the exam room without permission.
  - Alter or falsify assessment documents or results.
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## 4. Candidate Responsibilities

- Understand and follow examination regulations.
  - Ensure all submitted work is their own.
  - Declare any AI tools used, citing appropriately.
  - Notify staff of any issues affecting assessments (e.g., illness, access needs).
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## 5. Staff and Centre Responsibilities

### 5.1 Head of Centre

- Ensure all assessments comply with JCQ and awarding body guidance.
- Coordinate staff and resources across both sites.

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- Monitor internal procedures for prevention and investigation of malpractice.
- Maintain communication with awarding bodies regarding confirmed cases.

## 5.2 Exams Officers

- Enter candidates exams and NEA units on time.
- Receive, store, and transmit confidential materials securely.
- Maintain accurate records of exams and investigations.

## 5.3 Teaching Staff

- Comply with JCQ and awarding body specifications.
- Monitor and authenticate student work.
- Report suspected malpractice promptly.
- Supervise NEAs and exams according to permitted levels of assistance.
- Liaise with ALNCo for access arrangements and support requirements.

## 5.4 ALNCo

- Ensure approved access arrangements are implemented.
  - Support staff and students in complying with regulations.
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## 6. Use of Artificial Intelligence (AI) in Assessments

- AI-generated content may **only** be used if explicitly permitted and must be clearly acknowledged.
  - Misuse includes copying AI content without acknowledgement, using AI to produce analysis intended to reflect student ability, or submitting AI-generated answers as original work.
  - Indicators of misuse may include sudden changes in writing style, generic or verbose content, unusual vocabulary, or unverifiable references.
  - Teachers must assess work authenticity and report suspected misuse.
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## 7. Prevention Measures

- Strict invigilation and random seating arrangements.
  - Secure storage of exam materials pre- and post-assessment.
  - Staff training on malpractice and AI detection.
  - Student workshops on exam rules, academic integrity, and responsible AI use.
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## 8. Reporting and Investigation

- Suspected malpractice must be reported to the **Head of Centre**.
  - Parents/carers of affected candidates will be informed.
  - Investigations will be conducted, and individuals will be informed of their rights.
  - The Head of Centre submits a written report to the awarding body with all evidence collected.
  - The awarding body decides whether further investigation is required.
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## 9. Sanctions and Consequences

Sanctions for confirmed malpractice may include:

- Disqualification from one or more subjects.
  - Withdrawal of results or certificates.
  - Debarment from future exams.
  - Staff disciplinary action under the **Staff Disciplinary Policy**.
  - Centre-wide sanctions if malpractice is systemic.
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## 10. Appeals Process

- Candidates or staff may appeal decisions related to malpractice.
  - Appeals should be submitted in writing to the **Exams Officer**.
  - The appeals process and timeframe will be communicated to the individual and their parent/carer.
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## 11. Education and Awareness

- Ongoing training for staff and students on academic integrity.
  - Workshops and guidance on AI use, plagiarism, and exam regulations.
  - Access to JCQ and awarding body guidance materials.
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## 12. Review and Revision

- Policy reviewed annually by **Head of Centre, Exams Officers, ALNCo, and Senior Leadership Team**.
- Updates reflect changes to regulations, awarding body guidance, or technology (including AI).

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For further information, refer to:

 [JCQ Suspected Malpractice Policies and Procedures](#)

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**Policy Review Record:**

Policy Review		Signature	Signature
Date approved by Governors	08/04/2025	<i>Mr R. Blank</i> (Chair of Governors)	<i>Mr L. Lewis</i> (Headteacher)
Date Reviewed	17/03/2026	<i>Mr R. Blank</i> (Chair of Governors)	<i>Mr L. Lewis</i> (Headteacher)

