



ALEC REED ACADEMY
PROUD TO LEARN

Malpractice and Maladministration Policy

Purpose:	To inform staff what to do in such cases	Audience:	School Community
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It is important that the integrity of all examinations and assessments that take place at Alec Reed Academy is maintained. To this end all staff involved in the delivery of examinations and assessments must follow strict guidelines with regard to the prevention and investigation of instances of malpractice and maladministration.

Malpractice and maladministration is defined as:

Definition of Malpractice

Malpractice is essentially any activity or practice which deliberately contravenes regulations and compromises the integrity of the internal or external assessment process and/or the validity of certificates. It covers any deliberate actions, neglect, default or other practice that compromises, or could compromise:

- the assessment process
- the integrity of a regulated qualification
- the validity of a result or certificate
- the reputation and credibility of the examination/assessment process
- the qualification or the wider qualifications community.

Malpractice may include a range of issues from the failure to maintain appropriate records or systems to the deliberate falsification of records in order to claim certificates.

For the purpose of this policy this term also covers misconduct and forms of unnecessary discrimination or bias towards certain or groups of learners.

Definition of Maladministration

Maladministration is essentially any activity or practice which results in non-compliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration (e.g. within a centre, inappropriate learner records).

Process for reporting an event of malpractice or maladministration.

Anybody who identifies or is made aware of suspected or actual cases of malpractice or maladministration at any time **must immediately notify the Head of Centre and the appropriate examination board responsible for managing the examination or assessment.**

Should an allegation be made regarding an instance of malpractice or maladministration then the following procedures should be followed;

- A rigorous and effective initial investigation should be initiated by the Head of Centre, unless s/he has a personal interest in the outcome of the investigation.
- The appropriate examination board should be notified.
- Written, signed statements should be taken from all individuals involved within a maximum of 24 hours of the incident being reported.

- The examination board should be kept informed of the investigation and as appropriate their support requested.
- The findings of the investigation should be reported to the examination board and all appropriate bodies, for example the Chief Executive Officer and the Governing Body.
- The decision and consequences should be confirmed and reported as above.
- Appropriate action should be taken in line with direction provided by examination board.
- Where appropriate, further action will be taken e.g. disciplinary.
- The individuals will be informed of the right to appeal a decision.

Use of Artificial Intelligence (AI)

Use in Assessments

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

Teachers and students at ARA should also be aware that AI tools are still being developed and there are often limitations to their use, such as producing inaccurate or inappropriate content. AI chatbots are AI tools which generate text in response to user prompts and questions. They generate responses which are statistically likely to be relevant and appropriate. AI chatbots can complete tasks such as the following:

- Answering questions
- Analysing, improving, and summarising text
- Authoring essays, articles, fiction, and non-fiction
- Writing computer code
- Translating text from one language to another
- Generating new ideas, prompts, or suggestions for a given topic or theme
- Generating text with specific attributes, such as tone, sentiment, or format

What is AI Misuse

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 include, but are not limited to, the following:

- 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.

Acknowledging AI Use

If a student uses an AI tool which provides details of the sources it has used in generating content, these sources must be verified by the student and referenced in their work in the normal way. Where an AI tool does not provide such details, students should ensure that they independently verify the AI-generated content and then reference the sources they have used. In addition to the above, 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. This is particularly important given that AI-generated content is not subject to the same academic scrutiny as other published sources. Where AI tools have been used as a source of information, a student's acknowledgement must show the name of the AI source used and should 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 non-editable format (such as a screenshot) and provide a brief explanation of how it has been used. This must be submitted with the work, so the teacher is able to review the work, the AI-generated content and how it has been used.

Use of a Word Processor in an Exam

As part of their Access Arrangements a student may be required to use a Word Processor (laptop) for their examinations. The internet should be disabled before the student uses the device so there is no chance that they can use AI to answer questions.

Students may use a computer during an art exam as many art packages are now accessed via the cloud. Again, it is important that access to all other sites is disabled so they cannot use AI generated imagery within their work.

Procedure for Reporting AI Misuse in an Examination

Anybody who identifies or is made aware of suspected or actual cases of malpractice or maladministration at any time **must immediately notify the Head of Centre and the appropriate examination board responsible for managing the examination or assessment.**

The process for reporting AI misuse is the same as any other type of malpractice as given on page 2-3 of this document.