

Plagiarism and Malpractice Policy



BEVERLEY HIGH SCHOOL

Purpose of the policy

The purpose of the policy is to provide a definition of plagiarism/malpractice, with illustrative but not exhaustive examples and to ensure that candidates and their parents are aware of the sanctions and penalties that the exam centre (Beverley High School/ Beverley Joint Sixth) or the Awarding Body (Exam board) might implement if plagiarism or malpractice are detected or suspected.

What is plagiarism?

Plagiarism, as defined by the Joint Council for Qualifications (JCQ) is, “unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and AI tools);”

i.e.

- submission of another person’s work as if it were your own, in whole or part of a piece of work
- failing to acknowledge books, the internet or the use of AI (artificial intelligence) where these are used to produce sections of submitted work that cannot be considered the work of the candidate
- having significant external input into the completion of work so that the resulting work is of a standard that is not reasonably commensurate with the ability of the candidate

What is malpractice?

Malpractice can take many forms, including:

- a breach of examination rules and regulations
- disruptive behaviour that might impact the running of public examinations
- plagiarism or allowing others to copy your work
- making a false declaration of authenticity in relation to submissions for assessment
- obtaining, receiving or sharing examination information or breaking regulations that would make this possible- this might be leaked exam papers, contact with exam document prior to examinations, communicating in any manner when isolated to facilitate exam clashes, leaving an exam before the permitted times (whether or not any sharing takes place) or having prohibited equipment on your person (such as phones or watches, etc) in an examination
- failing to reference the use of AI as a source of information, copying or paraphrasing AI-generated content or using AI-generated references/bibliographies in assessed work

Official Sanctions

The 'JCQ Suspected Malpractice: Policies and Procedures' document states '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.'

JCQ are very clear about the severity of sanctions available for plagiarism and malpractice. In minor cases, sanctions would usually be the loss of all marks for that component or qualification. It should also be noted that these sanctions only require 'suspected malpractice'.

Please note that the centre is obliged to report all suspected malpractice concerns, other than very minor cases, and have no influence on the awarding body decision.

Student Responsibilities

Examinations:

- Candidates are required to follow the instructions of the centre's exam team and exam regulations immediately prior to entering the examination area, during the examination, and until such time as the examination has been completed by all candidates, they have left the examination room and are no longer in the exam area
- Candidates must ensure that they do not possess the means for exam regulation breaches in the form of sending or receiving communication with anyone else, whether in the examination or outside
- Candidates must not enter the examination area unless directed to and accompanied by a member of the exam team
- Candidates must not communicate with other candidates during an examination in any manner so that they do not cause disruption to others or raise suspicion of malpractice

Non-examined Assessments (NEA):

- Candidates must only submit work to be assessed that is their own
- Candidates must not allow others to copy their work
- Candidates must acknowledge or reference the use of books, the internet, AI or other sources
- Candidates must complete an exam board 'candidate authentication form'
- Candidates must not submit work that has been word processed or scribed by a third party without acknowledgement

Staff responsibilities:

- Staff will comply with the Beverley High School NEA policy
- Staff should provide an electronic or paper copy of the NEA Policy and share the JCQ Plagiarism and AI student guidance poster with all candidates.
- Staff are obliged to authenticate the work which candidates submit, i.e. make reasonable judgement of the work being that of the candidate and be aware of the potential use of AI and report any concerns of potential malpractice to the Exam Team
- Staff must comply with the JCQ statutory guidance and malpractice guidelines
- Staff should be aware that involvement in malpractice may be a disciplinary matter and depending on the circumstances may be considered gross misconduct

Actions

Once a report of suspected malpractice or plagiarism has been made to the exam team there may be a range of actions.

Suspicion of malpractice/plagiarism before signing of the declaration of authentication for NEA:

JCQ state that it is not necessary for the centre to report the incident to the awarding body. The Exam Team should still contact the exam board for guidance on individual cases in which there is any doubt of the action required.

Where possible the student will be given the opportunity to rectify the situation. In order to do this, the student will be made explicitly aware of the Plagiarism and Malpractice Policy. The student might amend their submission or review their bibliography/referencing of the use of material that is not their own.

Suspicion of malpractice/plagiarism after the signing of the declaration of authenticity for NEA:

As per JCQ guidance, if malpractice/plagiarism is suspected and a declaration has been signed claiming sole authorship of the work the centre will report this to the awarding body.

Malpractice regarding external examinations

Minor incidents: Where possible the exam team/ invigilators will remind candidates of exam regulations and expectations. Further infractions will be reported to an appropriate Senior Leader and may be reported to the exam board.

Disruptions to examinations or suspected cheating: All malpractice or suspected malpractice that disrupts an examination or might constitute cheating or making cheating possible (even if this does not actually occur) will be reported to the exam board. The Exam Team will use the JCQ malpractice guidance as a basis for all decision making with regards to malpractice.

Guidance will be sought from JCQ; this is not the same as reporting an incident but may lead to a candidate being reported.

If a candidate is reported to the exam board the candidate and candidate's parents/carers will be informed. The exam centre has no influence in exam board decisions. The candidate and parent/carers will be informed of the exam board decision. If a candidate has been disqualified or received a penalty that will affect the candidate's grade or other examinations they will be notified in writing (email is the preferred method of communication).

Appeals can only be made through the Head of Centre/ Exams Officer and must be put in writing. In line with JCQ regulations, candidates are not entitled to appeal directly to the awarding body. The Head of Centre's decision to proceed with an appeal is final.