

OXFORD INTERNATIONAL COLLEGE BRIGHTON

ACADEMIC MALPRACTICE

POLICY INTENDED FOR:	Students, Staff
CATEGORY:	Exam
POLICY IMPLEMENTED BY:	Principal, Deputy Principal Academic, Exams Officer
POLICY MONITORED BY:	Exams Officer
REVIEWED DATE:	February 2026
NEXT REVIEW::	February 2027
CENTRE NUMBER:	56117

This policy is reviewed and updated annually to ensure that any malpractice at Oxford International College

Brighton is managed in accordance with current requirements and regulations.

Reference in the policy to GR and SMPP relate to relevant sections of the current JCQ documents General

Regulations for Approved Centres and Suspected Malpractice: Policies and Procedures.

Introduction

What are malpractice and maladministration?

‘Malpractice’ and ‘maladministration’ are distinct but 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, and/or
- a breach of awarding body requirements regarding how a qualification should be delivered, and/or
- a failure to follow established procedures in relation to a qualification

which:

- gives rise to prejudice to candidates, and/or
- compromises public confidence in qualifications, and/or

compromises, attempts to compromise or may compromise the process of assessment, the integrity of

any qualification or the validity of a result or certificate, and/or

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damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or

agent of any awarding body or centre (SMPP 1)

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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 nonexamination assessments, the presentation of any practical work, the compilation of portfolios of assessment

evidence and the completion of any examination. (SMPP 2)

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, or

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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 (SMPP 2)

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Centre malpractice

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Suspected malpractice

For the purposes of this document, suspected malpractice means all alleged or suspected incidents of

malpractice (regardless of how the incident might be categorised, as described in SMPP, section 1.9). (SMPP 2)

Purpose of the policy

To confirm Oxford International College Brighton:

has in place for inspection that must be reviewed and updated annually, a written malpractice 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 AI is, when it may be used and how it should be acknowledged, the risks of using AI, what

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AI misuse is and how this will be treated as malpractice) (GR 5.3)

General principles

In accordance with the regulations Oxford International College Brighton will:

take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration)

before, during and after assessments have taken place (GR 5.11)

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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 (GR 5.11)

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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 (GR 5.11)

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Preventing malpractice

Oxford International College Brighton has in place:

Robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ document Suspected Malpractice: Policies and Procedures. (SMPP 4.3)

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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 2025-2026
- Instructions for conducting examinations (ICE) 2025-2026
- Instructions for conducting coursework 2025-2026
- Instructions for conducting non-examination assessments 2025-2026
- Access Arrangements and Reasonable Adjustments 2025-2026
- A guide to the special consideration process 2025-2026
- Suspected Malpractice: Policies and Procedures 2025-2026 (this document)
- Plagiarism in Assessments
- AI Use in Assessments: Protecting the Integrity of Qualifications
- Post Results Services June 2025 and November 2025
- A guide to the awarding bodies' appeals processes 2025-2026
- Guidance for centres on cyber security

(SMPP 3.2)

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Additional information:

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

Students are briefed about Malpractice ahead of each examination session they are entered for.
The briefing

is carried out by the Examinations Officer and the Deputy Principal Academic using the latest guidance from

JCQ. Students are briefed on what is classed as malpractice, the acceptable and unacceptable uses of Artificial

Intelligence (AI) and the possible consequences of malpractice.

Students are also briefed by subject teachers of the appropriate way in which coursework is to be carried out

to avoid malpractice.

AI use in assessments

OICB follows the latest guidance from JCQ in relation to AI - AI Use in Assessments: Protecting the Integrity of

Qualifications. Students complete all of their assessments and examinations under close staff supervision

with no permitted access to the internet.

Teachers monitor the production of coursework completed by students to guard against any inappropriate

use of AI.

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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. (SMPP 4.3)

If a student is suspected of malpractice, there will be an investigation carried out in consultation with the

examinations officer and the Deputy Principal Academic. The Principal will be kept informed of each stage of

the investigation as Head of Centre. Following the investigation the Head of Centre will approve the escalation

of suspected malpractice issues and the examinations officer will notify the appropriate awarding body.

Reporting suspected malpractice to the awarding body

The head of centre will notify the appropriate awarding body immediately of all alleged, suspected or

actual incidents of malpractice, using 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 (SMPP 4.1.3)

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The head of 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 (SMPP 4.1.3)

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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 (SMPP 4.4, 4.6)

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Candidate malpractice offences relating to the content of work (i.e. inappropriate/offensive content,

copying/collusion, plagiarism (including AI misuse) and/or false declaration of authentication) which are

discovered in a controlled assessment, coursework or non-examination assessment component prior to

the candidate signing the declaration of authentication, do not need to be reported to the awarding body.

Instead, they will be dealt with in accordance with the centre's internal procedures.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where the offence does not relate to the content of candidates' work (e.g. possession of

unauthorised materials, breach of assessment conditions) or where a candidate has signed the declaration

of authentication, must be reported using a JCQ M1 to the relevant awarding body. If, at the time of the

malpractice, there is no entry for that candidate (who the centre intended to enter), the centre is required

to submit an entry by the required entry deadline. (SMPP 4.5)

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If, in the view of the investigator, there is sufficient evidence that an individual may have committed

malpractice, that individual (the candidate or the member of staff) will be informed of all the required

information and the accused individual informed of their rights and responsibilities (SMPP 5.33-3.4)

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Once the information gathering has concluded, the head of centre (or other appointed informationgatherer) will submit a written report to the relevant awarding body summarising the information

obtained and actions taken, accompanied by the information obtained during the course of their enquiries

(5.35)

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Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used

(SMPP 5.37)

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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 (SMPP 5.40)

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Additional information:

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. (SMPP 11.1)

Additional information:

Appeals against decisions made in cases of malpractice

Oxford International College Brighton will:

Provide the individual with information on the process and timeframe for submitting an appeal, where

relevant

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Refer to further information and follow the process provided in the JCQ document A guide to the awarding bodies' appeals processes

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Additional information:

Changes 2025/2026

(Added) New heading Centre malpractice added.

(Added) Under heading Preventing malpractice added to the list of JCQ documents.

(Added/amended) Under heading AI use in assessments:

- additional/amended text added in bullet points to reflect slight changes in SMPP

optional insert field added referencing the JCQ document Information for candidates - AI (Artificial Intelligence and assessments) or similar centre document.

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(Amended) Under heading Reporting suspected malpractice to the awarding body text amended to reflect

wording changes/additions in SMPP.

Centre-specific change