Malpractice Policy

Vision: Grow - Flourish - Succeed
Mission: Together we inspire creative, mindful learners who value diversity, support one another and strive for success.

1. Purpose of the policy

Cover procedures for identifying and managing suspected malpractice.

To confirm GEMS Founders School – Dubai, 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 AI misuse is and how this will be treated as malpractice).

2. People involved

Head of Centre

Executive and Senior Leadership Team – Executive Principal/CEO/Vice-President Education, Associate Principal, Vice Principal, Manager School Operations, Head of Secondary School, Senior Deputy Head of Secondary School, Deputy Heads of Secondary School, Head of Primary School, Senior Deputy Head of Primary School, Deputy Heads of Primary School, Assistant Principals

Assistant Head Teachers

Heads of Years

Heads of Departments

Teaching Staff – All Secondary teaching staff

Assistant Head Teacher - Inclusion

Head of Inclusion Secondary/ Primary

Senior Examinations Officer

Examinations Officer

Invigilators – People in the examination room responsible for conducting a particular examination session in the presence of the candidates.

Reception Staff

Site Staff

Candidates – All student who are sitting IGCSE, AS and A Level examination

3. Definition of Malpractice

'Malpractice' and 'maladministration' are 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
- 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)

Failure by a Centre to notify, investigate and report to an awarding body all allegations of malpractice or suspected malpractice constitutes malpractice in itself. Also, failure to take action as required by an awarding body, as detailed in this document, or to co-operate with an awarding body's investigation constitutes malpractice.

Suspected malpractice

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

Centre staff malpractice

'Centre staff malpractice' means malpractice committed by:

- A member of staff or contractor (whether employed under a contract of employment or a contract for services) at a centre; or
- An individual appointed in another capacity by a Centre such as an invigilator, an Oral Language Modifier, a practical assistant, a prompter, a reader, a scribe or a Sign Language Interpreter.
- Other instances of malpractice may be identified and considered by the awarding bodies at their discretion.

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 non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the completion of any examination.

What constitutes Candidate malpractice?

For example:

- The alteration or falsification of any results document, including certificates.
- A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations.
- Failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments.
- Collusion: working collaboratively with other candidates, beyond what is permitted.
- Copying from another candidate (including the use of technology to aid the copying).
- Allowing work to be copied e.g., posting work on social networking sites prior to an examination/assessment.
- The deliberate destruction of another candidate's work.
- Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language).
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication.
- Making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio.
- Allowing others to assist in the production of controlled assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment.
- The misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials).
- Being in possession of confidential material in advance of the examination.
- Bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations).
- The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios.
- Impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment.
- Plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing.
- Theft of another candidate's work.
- Bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches or other similar electronic devices.
- The unauthorised use of a memory stick or similar device where a candidate uses a word processor.
- behaving in a manner so as to undermine the integrity of the examination.

These examples are not an exhaustive list and as such do not limit the scope of the definitions set out in this document.

4. Risk Management

Example risks and issues	Possible remedial action	Staff
Lack of student awareness of what constitutes malpractice and its consequences.	Students are all given a copy of JCQ malpractice guidance with definition of malpractice explained and potential consequences outlined by supervising staff. HoD to ensure copies are available to supervising staff and that the correct process has been followed.	Supervising staff HoD
Candidate fails to sign authentication form.	Ensure all candidates have authentication forms to sign and attach to work when it is completed before handing in. Find candidate and ensure form is signed.	HoDs/Teachers Exams Officer
Teaching staff fail to complete authentication forms or leave before completing authentication.	Return form to staff for signature. Ensure forms are signed as work is marked, not at end of season.	HoDs Exams Officer
Suspected malpractice is identified.	Student and parent are notified of malpractice via MTS candidate notification form (**Appendix 1** of this document) as well as a copy of the completed JCQ/M1 form *JCQ M1 Report of suspected candidate malpractice – (JCQ) Joint Council for Qualifications* Head of Centre notifies awarding body at the earliest opportunity.	HoDs/Teachers Exams Officer Head of Centre

As an approved examination Centre, GEMS Founders School, Dubai is required to follow the policies and procedures in the JCQ document Suspected Malpractice: Policies and Procedure available on the JCQ website http://www.jcq.org.uk/exams-office/malpractice

As stated in the above-mentioned document, the Head of Centre **must** *notify the appropriate awarding body at the earliest opportunity of all suspicions or actual incidents of malpractice.* The awarding body will not communicate with you directly, unless particular circumstances warrant this.

As recommended by the awarding body, enclosed you have been provided with:

1. a completed copy of the form **JCQ/M1** used to notify the awarding body of the allegation/incident and copies of relevant supporting evidence;

2. a copy of **JCQ - section 6.14** *Rights of the accused individuals* from the documents referenced above.

As further stated in JCQ document the awarding body *will determine the application of a sanction or penalty according to the evidence presented, the nature and circumstances of the malpractice, and the type of qualification involved.*

Once a decision has been made, it will be communicated in writing to the Head of Centre as soon as possible.

At this point, the Head of Centre will inform you of the decision and any penalties imposed, together with information on the process for submitting an appeal, where relevant.

Please read through all the information provided to you. If anything is unclear, please contact Ivana Dipanov Antonovic, Examinations Officer: examsofficer_gfs@gemsedu.com

Enclosures:

JCQ (AQA Examinations)

1. Copy Suspected Candidate Malpractice JCQ/M1 Form
2. 6.14 *Rights of the accused individuals*

The information below is taken directly from the JCQ publication *Suspected Malpractice Policies and Procedures* available on the JCQ website https://www.jcq.org.uk/exams-office/malpractice/

Rights of the accused individuals

6.14 When, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (a candidate or a member of staff) accused of malpractice **must**:

- be informed (preferably in writing) of the allegation made against him or her;
- be advised that a copy of the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures can be found on the JCQ website - http://www.jcq.org.uk/exams-office/malpractice
- know what evidence there is to support that allegation;
- know the possible consequences should malpractice be proven;
- have the opportunity to consider their response to the allegations (if required);
- have an opportunity to submit a written statement;
- be informed that he/she will have the opportunity to read the submission and make an additional statement in response, should the case be put to the Malpractice Committee;
- have an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required);
- be informed of the applicable appeals procedure, should a decision be made against him or her;
- be informed of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators, the Police and/or other bodies (such as the National College for Teaching and Leadership) as appropriate.

5. Monitoring and review

This policy has been discussed and agreed to by the GEMS Founders School teaching staff and leadership teams for implementation.

Signed ..... Date 5-OCT-2026

Senior Examinations Officer

Signed ..... Date 6/10/26

Head of Secondary/ Head of Centre

Signed ..... Date 6/10/26

Vice Principal

Signed ..... Date 6/10/26

Associate Principal

Signed ..... Date 8/10/26

Executive Principal/CEO

Senior Vice President- Education

Policy review date: September 2027

Appendix 1

Suspected Malpractice: Candidate Notification Form

Date		Candidate Name	

This notification is to inform you that an allegation of suspected malpractice has been made against you / a report of an actual incident of malpractice has been made against you.

Details of the allegation / incident

Type of offence