



21. Oakmoor AP Exam Malpractice Policy

OAKMOOR AP CENTRES ALTERNATIVE EDUCATION

Complaints Policy

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	09/12/2025	Christian Lang	01/10/2026

Role	Name	Date
Director	Christian Lang	09/12/2025

Website: OakmoorAP.co.uk

Oakmoor School: Exams Malpractice Policy (2025/26)

Policy Responsibility: Head of Centre **Date of Review:** September 2025 **Next Review:** September 2026

1. Introduction

This policy details how Oakmoor School manages malpractice in accordance with the JCQ *General Regulations for Approved Centres (2025-26)* and *Suspected Malpractice: Policies and Procedures*.

Malpractice generally involves a failure to follow the rules of an examination or assessment. It includes both:



- **Candidate Malpractice:** Actions by a student that give them an unfair advantage (e.g., plagiarism, bringing unauthorized items into an exam).
- **Centre Staff Malpractice (Maladministration):** Actions by staff that compromise the integrity of an assessment (e.g., improper assistance, failure to keep papers secure).

2. Artificial Intelligence (AI) Policy

In accordance with JCQ General Regulations 5.3(z) and "AI Use in Assessments: Protecting the Integrity of Qualifications".

2.1 What is AI?

For the purposes of this policy, AI refers to Artificial Intelligence tools, including but not limited to:

- **Generative AI chatbots** (e.g., ChatGPT, Google Gemini, Claude).
- **Language translation or paraphrase tools** that significantly alter text.
- **Coding assistants** and image generation tools.

2.2 Risks of Using AI

Students must be aware that AI tools:

- Can produce **factually incorrect** or biased information ("hallucinations").
- May generate content that does not meet the specific assessment criteria.
- Do not constitute "independent work" if used to write responses.

2.3 What Constitutes AI Misuse?

AI misuse is treated as **malpractice**. Examples include:

- Submitting work generated (in whole or in part) by AI as one's own.
- Using AI to brainstorm or outline an assessment task where the awarding body forbids it.
- Failing to acknowledge the use of AI in the submission (see 2.4).
- Using AI to evade plagiarism detection software.

2.4 Acknowledging AI Use



If an awarding body allows the use of AI for research or preparation, it **must** be acknowledged. Students must:

1. **Keep a record** of the prompts used and the AI's output.
2. **Cite the tool** clearly in their bibliography or acknowledgement form (e.g., "*ChatGPT 4.0 used for initial topic research on [Date]*").
3. **Sign the authentication declaration** confirming the final work is their own independent effort.

3. Candidates' Responsibilities

To avoid malpractice, candidates must:

- Submit only their own work for Non-Examination Assessments (NEA) and coursework.
- Properly reference all sources, including books, websites, and AI tools.
- **Not** bring unauthorized items (mobile phones, smartwatches, notes) into the exam room.
- **Not** communicate with other candidates during an exam.

4. Staff Responsibilities

- **Awareness:** Teachers must verify that work submitted for assessment is the candidate's own. If a teacher suspects AI misuse (e.g., vocabulary inconsistent with the student's usual standard), they must investigate.
- **Reporting:** Staff must report any suspected malpractice immediately to the **Exams Officer** or **Head of Centre**.
- **Cyber Security:** Staff must adhere to the centre's Cyber Security protocols (including annual training) to prevent unauthorized access to exam materials.

5. Reporting and Investigation

1. **Notification:** All allegations of malpractice (candidate or staff) must be reported to the Exams Officer immediately via info@oakmoorap.co.uk.
2. **Investigation:** The Head of Centre (or a designated senior leader) will gather evidence (e.g., statements, confiscated items, AI detection reports).
3. **JCQ Reporting:** If malpractice is suspected in a live assessment, the centre will submit **Form JCQ/M1** (for candidates) or **Form JCQ/M2** (for staff) to the relevant Awarding Body.



4. **Sanctions:** The Awarding Body (not the school) decides on penalties, which may range from a warning to disqualification from all qualifications.

Oakmoor AP

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Once we have dealt with your complaint, if you are not happy with the outcome you can refer your complaint to the Local Government Ombudsman (LGO) and ask for it to be reviewed. The LGO provides a free independent service.

You can contact the LGO at: Tel: **0300 061 0614** Website: www.lgo.org.uk

NB: The LGO will not normally investigate a complaint until the provider has had an opportunity to respond and resolve matters.

We can provide this policy in other languages or in other formats on request

Website: Oakmoor.uk

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