ST. MARY'S *Catholic High School, Dubai*

EXAMINATION MALPRACTICE AND AI- MISUSE POLICY

2026-2027

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EXAMINATION MALPRACTICE AND AI MISUSE POLICY

This policy should be read alongside the school's academic integrity guidance, which sets out broader expectations relating to honesty, authenticity of work, and responsible conduct in assessments and examinations.

Purpose and Scope

This policy defines the expectations for conduct and responsibilities related to internal and external examinations. It aims to protect the integrity of qualifications and ensure a fair, consistent environment for all candidates. The policy covers all qualifications delivered by the centre, detailing how candidates are informed and advised to avoid committing malpractice in examinations and assessments, how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body, and how the use of AI is addressed. This includes AI misuse in assessments, the risks this poses to the authenticity of student work, and how such misuse will be treated as malpractice. This policy applies to all students, invigilators, and relevant administrative staff within the centre.

Definition of Malpractice

Malpractice refers to any action, omission, or behaviour that compromises the integrity of an examination or assessment, affects the validity of a qualification, or gives a candidate an unfair advantage.

Examples of malpractice include, but are not limited to:

- being in possession of unauthorised materials or devices in the examination room, including notes, revision materials, mobile phones, smartwatches, electronic devices, calculators where prohibited, or other unauthorised items
- copying from another candidate or communicating with another candidate during an examination or assessment, whether verbally, in writing, electronically, or by non-verbal means
- collusion, including working with others on an individual task beyond what is permitted

- plagiarism, including submitting work that is not the candidate's own, copying from published sources without proper acknowledgement, or incomplete or misleading referencing
- using artificial intelligence (AI) where it is not permitted, presenting AI-generated content as one's own work, or failing to acknowledge AI use in accordance with centre and awarding body requirements
- impersonation, including pretending to be another candidate or arranging for another person to take an examination or assessment on a candidate's behalf
- bringing confidential assessment materials into the examination room or being in possession of confidential examination material in advance of an assessment
- misuse, attempted misuse, theft, alteration, or falsification of examination or assessment materials or related documents
- making a false declaration of authenticity in relation to coursework, controlled assessment, non-examination assessment, or portfolio work
- allowing others to assist in the production of work where such assistance is not permitted, or allowing one's own work to be copied
- disruptive behaviour during an examination or assessment, including refusing to follow the instructions of an invigilator or behaving in a manner that undermines the integrity of the examination
- the inclusion of inappropriate, offensive, or obscene material in examination scripts or assessed work
- deliberate destruction of another candidate's work



Malpractice may occur in written examinations, practical assessments, coursework, and any other form of internal or external assessment delivered by the centre.

Roles, Responsibilities and Procedures for Handling Malpractice

The Head of Centre is responsible for ensuring that the centre remains compliant with Pearson Edexcel requirements and relevant UAE regulatory standards. The Head of Centre is also responsible for completing any required Head of Centre declaration forms, including those relating to Spoken Language and the Common Practical Assessment Criteria (CPAC), where applicable.

The Examinations Officer is responsible for the secure storage of examination papers and other confidential assessment materials, for ensuring that invigilators are appropriately trained and briefed, and for supporting the administration of malpractice procedures in line with awarding body requirements.

Invigilators are responsible for maintaining effective supervision during examinations, ensuring that no prohibited materials or devices enter the examination room, enforcing examination regulations, and maintaining silence and order throughout the examination.
In the event of suspected malpractice, the following action will be taken:

Immediate action: The invigilator will remove any unauthorised material or stop the behaviour giving rise to concern and report the matter without delay. For internal examinations, the candidate will be referred to the Vice Principal and the matter will be considered in accordance with the centre's internal procedures. Where malpractice is confirmed, an appropriate internal sanction may be applied, which may include the awarding of zero for the paper. For external examinations, the candidate will be referred immediately to the Head of Centre, Vice Principal, and Examinations Officer, and the matter will be dealt with in accordance with awarding body regulations.



Internal investigation: The Examinations Officer will gather, retain, and organise all relevant evidence, including written statements, confiscated materials, and seating plans, where applicable.

Reporting: In accordance with Pearson Edexcel and JCQ requirements, all cases of suspected candidate malpractice will be reported promptly to the awarding body using **JCQ**

M1: Notification of suspected candidate malpractice form. Where suspected malpractice or maladministration involves centre staff, the matter will be reported using **JCQ**

M2: Notification of suspected malpractice/maladministration involving centre staff. Pearson's current guidance states that learner malpractice must be reported using JCQ Form M1, while staff malpractice or maladministration must be reported using JCQ Form M2, with supporting documentation submitted to Pearson.

Regulatory compliance: Any serious breach that may affect the centre's compliance status, regulatory obligations, or local standing may also be reported to the KHDA and/or the Ministry of Education, where required under applicable local regulations.

Risk Management

The centre will take reasonable steps to reduce the risk of malpractice through clear communication, staff training, secure examination procedures, and consistent monitoring.

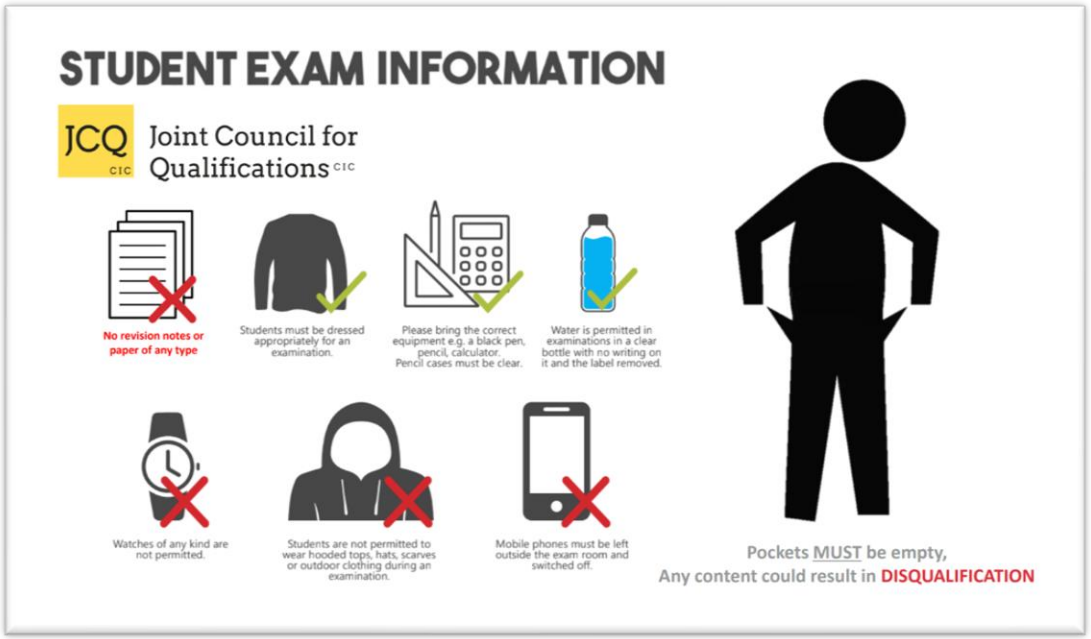
Student awareness: All students will be informed of what constitutes malpractice and the possible consequences. An Exam Rules document will be shared before examinations and assessments, and supervising staff will reinforce these expectations. Examination rules will also be displayed prominently and projected during board examinations, where appropriate.



Authentication of work: Candidates must complete and sign all required authentication forms before work is submitted. Teaching staff must also complete the required authentication procedures at the appropriate stage and not retrospectively at the end of the assessment period.

Staff training and oversight: Invigilators, teachers, and relevant staff will be briefed on malpractice procedures, reporting requirements, and the handling of suspected incidents. Staff will also be provided with written guidance on invigilation procedures. In addition, a contingency document and the JCQ *Instructions for Conducting Examinations* document will be made available in the examination trays placed in the examination halls for invigilators to refer to as required.

Response to suspected malpractice: Where suspected malpractice is identified, the centre will investigate the matter, retain relevant evidence, notify the candidate and parent where appropriate, and report the matter to the awarding body in accordance with Pearson Edexcel and JCQ requirements.



Spoken Language Endorsement

Students must carry out all preparation and delivery of their SLE without the use of AI tools. They cannot be rewarded for a presentation that has been planned or written using AI tools. Teachers should make appropriate arrangements to review the planning for students' presentations to ensure they are able to sign the authentication declaration on the assessment record sheet. Students may present teachers with written details of any sources they have used in a bibliography. References to sources are not required to be delivered in the oral presentation itself.

GCSE and A Level Art and Design

The JCQ *AI Use in Assessments* guidance states that all work submitted for qualification assessments must be the student's own. This means ensuring that the final product or outcome is their own work and is not copied, paraphrased, or heavily derived from another source, including content generated using AI. Within a creative assessment, this means that learners must independently develop work beyond any AI input to evidence their own skills and knowledge. A student will have committed malpractice if they use AI tools without making appropriate references and in such a way that the work they submit is not their own. Where teachers have doubts about the authenticity of the work, they must investigate and take appropriate action.



Regional Sensibilities (UAE/KHDA)

Confidentiality: Investigations are handled with discretion to protect student and family privacy.

Values: The policy emphasises the UAE's values of honesty and transparency as part of the student's moral education.

Appeals: Students have the right to appeal an internal finding to the Head of Centre before the report is finalised for the board.

As an approved examination centre, Saint Mary's Catholic High School, Dubai is required to comply with the policies and procedures set out in the JCQ document *Suspected Malpractice: Policies and Procedures*, which is available on the JCQ website.

As set out in the JCQ document, the awarding body will determine any sanction or penalty by considering 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. The Head of Centre will then inform the candidate of the outcome, any penalty imposed, and, where relevant, the process for submitting an appeal.

References

JCQ, *AI Use in Assessments: Your role in protecting the integrity of qualifications*

JCQ, *Instructions for Conducting Examinations*

JCQ, *Suspected Malpractice: Policies and Procedures*

Review Date :	**September 2026**
Next Review Date:	**August 2027**