



LONDON
MATHS & SCIENCE
COLLEGE

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Malpractice & Maladministration Policy

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Effective date: 21 February 2026

Review date: 21 February 2027

Policy owner: Anis Zaman, Director

Head of Centre: Eman Ahamed

Exams Officer: Anis Zaman

Designated Safeguarding Lead (DSL): Stephen Montford, Head of Mathematics

Deputy DSL: Eman Ahamed

Data Protection Officer (DPO): Eman Ahamed

SENCo Lead (internal): Stephen Montford, Head of Mathematics

External SENCo: Lahcen Lebetiou

Applies to: All students, staff, invigilators, contractors and any third parties involved in LMSC delivery, assessment, invigilation, administration, certification, quality assurance, or exam/test delivery

Scope of qualifications: This policy covers **all qualifications delivered by LMSC**, including (where applicable to LMSC delivery):

- JCQ-regulated general qualifications and assessments (AQA, Pearson Edexcel, OCR, WJEC/Eduqas)
- Functional Skills delivered under JCQ Functional Skills guidance (where applicable)
- Pearson vocational/technical qualifications (where applicable)
- AAT qualifications and assessments
- Pearson VUE on-screen tests delivered at LMSC (test-centre regime)
- Cambridge International qualifications (where applicable)

Key references:

- *JCQ Suspected Malpractice: Policies and Procedures 2025–2026*
 - *Pearson Centre guidance: Dealing with malpractice and maladministration* (Version 5.3, 30 Jan 2026)
 - Cambridge International guidance on malpractice (Exam Administration / Exams Officers' Guide)
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1. Purpose

This policy explains how LMSC prevents, identifies, investigates, manages, and reports suspected or actual malpractice and maladministration, including expectations relating to **AI misuse**. It is designed to:

- protect the integrity of qualifications and assessments;
 - ensure fairness for all learners;
 - meet awarding body and regulatory requirements;
 - ensure timely reporting to awarding bodies and cooperation with investigations;
 - ensure appropriate sanctions and corrective actions are applied and recorded.
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2. Definitions

2.1 Malpractice

Any act, default or practice (whether deliberate or reckless or negligent) that compromises, or could compromise:

- the integrity of the assessment process;
- the validity of results and certificates; or
- the reputation of LMSC, awarding bodies, or the qualification system.

JCQ defines malpractice broadly to include candidate malpractice and centre staff maladministration/malpractice, including failures to follow required processes.

2.2 Maladministration

Any failure to follow the required regulations and procedures that results in a risk to the integrity of assessment, even where there is no intent to deceive. Pearson uses the term maladministration in this way and expects centres to prevent and report it.

2.3 AI misuse (assessment integrity)

AI misuse includes (non-exhaustive):

- using AI tools to generate work that is submitted as the learner's own without permission or proper acknowledgement;
- using AI to paraphrase/transform source material to avoid detection;

- using AI during an assessment where assistance is not permitted (including on-screen tests or controlled assessments);
- staff misuse (e.g., using AI to produce assessment materials or marking decisions in a way that breaches awarding body rules, confidentiality, or assessment validity).

AI misuse is treated as a form of malpractice and managed under this policy.

3. Policy statement

LMSC operates a **zero-tolerance approach** to malpractice and maladministration. LMSC will:

1. take all reasonable steps to prevent malpractice and maladministration;
 2. ensure allegations are handled promptly, fairly, and confidentially;
 3. secure evidence and maintain a clear audit trail;
 4. report to awarding bodies within required timescales and cooperate fully with investigations;
 5. apply appropriate sanctions and corrective actions;
 6. protect whistleblowers and complainants from victimisation; and
 7. ensure outcomes are used to improve systems, training, and controls.
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4. Roles and responsibilities

4.1 Director – Policy owner

- Ensures this policy is implemented across all LMSC provision.
- Chairs (or appoints) the Investigation Manager where serious or complex allegations arise.
- Authorises final centre actions and ensures governance oversight.

4.2 Head of Centre

- Holds accountability for compliance for JCQ-related examinations and centre integrity.
- Ensures adequate staffing, training, facilities, and secure processes.
- Receives and reviews serious allegations and authorises escalation and corrective actions.

4.3 Exams Officer

- Leads operational response for exam-related malpractice/maladministration.
- Ensures exam incident logs, seating plans, attendance registers, and security logs are preserved.
- Submits required notifications/reports to awarding bodies and retains evidence packs.

4.4 DSL / Deputy DSL

- Leads safeguarding risk assessment where allegations involve harm, coercion, exploitation, sexual harassment, violence, or other safeguarding concerns.
- Ensures appropriate support is provided to students during investigations.

4.5 DPO

- Advises on lawful processing and disclosure of personal data and special category data.
- Ensures evidence is stored securely and shared only on a need-to-know basis.

4.6 SENCo Lead and External SENCo

- Ensure access arrangements are implemented correctly and that failures or abuse of access arrangements are addressed as malpractice/maladministration where relevant.

4.7 All staff and invigilators

- Must follow awarding body regulations, LMSC exam procedures, and confidentiality requirements.
- Must report concerns immediately and preserve evidence.

4.8 Students

- Must comply with exam/assessment rules and submit only their own work unless collaboration is explicitly permitted.
 - Must not attempt to obtain or share confidential assessment content.
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5. Examples of malpractice and maladministration (non-exhaustive)

5.1 Candidate malpractice (exams and assessments)

- possession or use of a mobile phone or other unauthorised device in an exam;
- copying, collusion, or facilitating collusion;
- impersonation or arranging impersonation;
- disruptive behaviour intended to gain advantage;
- bringing unauthorised materials into the exam room;
- leaking, sharing, or seeking confidential exam content;
- plagiarism in coursework/NEA/internal assessments;
- **AI misuse** where AI-generated/assisted work is submitted as the candidate's own or used during a restricted assessment.

5.2 Centre staff malpractice/maladministration

- breaches of secure storage or failure to control access to confidential materials;
- failure to conduct required checks (e.g., correct paper/component verification);
- incorrect conduct of examinations (timings, supervision failures);
- failure to apply approved access arrangements correctly;
- improper assistance to candidates;
- falsification of records (registers, seating plans, logs);
- inappropriate coaching or disclosure of live assessment content;
- mishandling scripts or assessment evidence;
- failure to report incidents to awarding bodies when required.

5.3 Test-centre context (Pearson VUE and other on-screen regimes)

- identity verification failures;
- breach of test-room security rules;
- allowing unauthorised items;
- failure to follow sponsor test delivery instructions;
- improper staff intervention during live testing.

These are managed under this policy **and** reported using the relevant test sponsor/pearsonvue incident routes as required by programme rules.

6. Preventative measures

LMSC implements the following controls:

6.1 Culture, communication, and candidate awareness

- Candidates receive clear exam/assessment rules, including rules on unauthorised materials and expected conduct.
- Candidates are explicitly informed that **AI misuse is malpractice** unless permitted and properly acknowledged under the rules for that assessment.

6.2 Staff training and competence

- Annual training/briefing for invigilators and relevant staff on:
 - exam room conduct and supervision;
 - incident identification and reporting;
 - handling of unauthorised items;
 - evidence preservation; and
 - confidentiality expectations.

6.3 Assessment design and authentication (internal assessment/NEA)

- Clear instructions to students on permitted sources, referencing, and collaboration limits.
- Student authentication requirements followed (as applicable to qualification).
- Work is monitored for authenticity through supervised sessions, draft reviews (where permitted), viva-style checks (where appropriate), and consistency checks.

6.4 Exam security controls (JCQ environment)

- Secure storage access controls and logs.
- Controlled movement of papers and scripts.
- Documented checks to prevent wrong-paper errors and timing failures.
- Controlled access to secure downloads/printing (where permitted).

6.5 IT and cyber-security (where on-screen delivery applies)

- Restricted staff accounts for exam delivery systems.
- Controlled workstation access for secure materials.
- Test-room device controls and monitoring in line with awarding body/test sponsor rules.

7. Reporting concerns

7.1 Immediate reporting expectation

Any staff member, invigilator, student, or third party who suspects malpractice or maladministration must report it **immediately** to:

- **Exams Officer (Anis Zaman)** for exam/test related concerns; and/or
- **Head of Centre (Eman Ahamed)** for serious incidents or where the Exams Officer may be conflicted; and/or
- **DSL (Stephen Montford)** if safeguarding concerns may be involved.

7.2 How to report

Reports may be made:

- verbally (immediate alert), followed by a written account; or
- in writing directly to the Exams Officer or Head of Centre.

Reports must include:

- who was involved (names, candidate numbers if applicable);
- what happened (facts, not assumptions);
- where and when it occurred;
- who witnessed it;
- what evidence exists (device, notes, CCTV availability, logs, scripts);
- immediate actions already taken.

7.3 Confidentiality and protection

LMSC treats all reports sensitively and confidentially. Victimisation of anyone raising a concern in good faith is prohibited and may itself be treated as misconduct.

8. Immediate actions when malpractice is suspected (exam room / live assessment)

8.1 Priorities

- 1. Maintain exam integrity and safety**
- 2. Prevent escalation or evidence loss**
- 3. Record and report promptly**

8.2 Candidate with unauthorised materials or phone

Invigilators must:

- not cause unnecessary disruption to other candidates;
- confiscate the item where permitted and safe to do so, and place it out of reach;
- note the time, candidate seat, and circumstances;
- continue the exam where required, following the centre's exam procedures;
- inform the Exams Officer immediately and complete a written statement.

8.3 Suspected collusion, copying, or impersonation

Invigilators must:

- increase supervision and prevent further communication;
- record details (seating plan position, observed behaviour);
- inform the Exams Officer immediately.

8.4 Suspected breach of confidential materials

If there is any suspicion that confidential assessment content has been disclosed, accessed improperly, or left unsecured:

- the Exams Officer must immediately secure materials, restrict access, and preserve evidence;
- the Head of Centre must be informed immediately;
- the awarding body must be notified as required.

8.5 On-screen exams / Pearson VUE

Invigilators/test administrators must:

- follow the test sponsor's rules for pausing/terminating tests and reporting incidents;
 - record the workstation, candidate identity checks, and any system messages;
 - escalate to IT Lead (Ahsanul Farhan) and Exams Officer (Anis Zaman).
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9. Evidence preservation

LMSC will preserve and secure evidence, which may include:

- seating plans, attendance registers, start/finish time records;
- incident logs and invigilator statements;
- confiscated materials/devices (bagged, labelled, time-stamped, stored securely);
- copies of candidate work, drafts, marking records and authentication statements (for internal assessment);
- system logs, screenshots (where permitted), and technical reports (for on-screen);
- CCTV clips where relevant and lawful.

Evidence must be stored securely with restricted access, with advice from the DPO on handling and disclosure where required.

10. Investigation process (centre procedure)

10.1 Appointment of Investigation Manager

- For most cases, the **Exams Officer (Anis Zaman)** acts as Investigation Manager for exam-related incidents.
- For allegations involving the Exams Officer or where independence is required, the **Head of Centre (Eman Ahamed)** appoints an alternative Investigation Manager.
- For complex cases involving staff conduct, the **Director (Anis Zaman)** will ensure independence and may appoint an external investigator where appropriate.

10.2 Investigation standards

Investigations will be:

- timely;
- fair and impartial;
- evidence-led;
- documented at every stage;
- mindful of safeguarding needs and reasonable adjustments.

10.3 Steps

1. **Triage and risk assessment** (including safeguarding and data protection considerations).
2. **Secure evidence** (see Section 9).
3. **Collect statements** (invigilators, staff, candidates where appropriate).
4. **Review relevant regulations** for the qualification/awarding body.
5. **Determine whether the matter must be reported to the awarding body immediately** (many exam-related matters do).
6. **Submit report** to awarding body in required format and within deadlines, attaching evidence.
7. **Cooperate with awarding body investigation** and implement required actions.

10.4 Candidate and staff support

- Students will be supported appropriately, including consideration of wellbeing and safeguarding impacts.
- Staff subject to investigation will be supported under LMSC HR processes and given an opportunity to respond.

11. Reporting to awarding bodies and external notifications

11.1 JCQ awarding bodies (AQA, Pearson Edexcel, OCR, WJEC/Eduqas)

LMSC will follow JCQ malpractice procedures for reporting suspected malpractice and cooperate with awarding body instructions and outcomes.

11.2 Pearson (vocational/technical qualifications)

Where Pearson qualifications are involved, LMSC will follow Pearson's malpractice and maladministration guidance, including reporting routes and evidence expectations.

11.3 Cambridge International

Where Cambridge International qualifications are involved, LMSC will follow Cambridge's malpractice guidance and reporting expectations.

11.4 AAT

Where AAT assessments/qualifications are involved, LMSC will follow AAT's assessment and misconduct rules applicable to the qualification/assessment method and cooperate with any investigation requirements

11.5 Pearson VUE (test centre delivery)

Where Pearson VUE delivery is involved, LMSC will follow the test sponsor and Pearson VUE incident reporting requirements and preserve the evidence required by the programme.

11.6 Other notifications (where applicable)

LMSC may need to notify other bodies depending on circumstances, such as:

- the police (e.g., fraud, impersonation, theft, threats, violence);
- safeguarding authorities where harm/risk is identified;
- the regulator/landlord/building management for security incidents affecting exam delivery.

All external notifications are authorised by the Head of Centre and recorded.

12. Outcomes, sanctions and corrective actions

12.1 Awarding body outcomes

Awarding bodies determine outcomes for qualification-related malpractice cases and may apply sanctions to candidates and/or the centre.

12.2 LMSC internal actions (in addition to awarding body outcomes)

LMSC may apply internal disciplinary or behavioural sanctions (students) or HR actions (staff) where misconduct is established, in line with LMSC disciplinary procedures and contracts.

12.3 Corrective and preventive actions

Following any case, LMSC will implement corrective actions such as:

- retraining staff and invigilators;
- revising exam security controls and logs;
- strengthening access controls (keys, storage, downloads);
- updating candidate guidance and declarations;
- improving assessment design/authentication processes to reduce AI misuse risk.

All actions are recorded with responsibility and completion tracking.

13. Appeals

Where awarding bodies provide an appeal route against malpractice outcomes, LMSC will:

- inform the candidate of the awarding body process and deadlines;
- provide appropriate documentation required for the process (as permitted);
- ensure the centre cooperates with awarding body requirements.

LMSC's **Internal Appeals Procedure** applies to centre decisions (e.g., decisions to report, internal assessment procedural remedies) where appropriate and lawful, noting that awarding body decisions remain subject to awarding body rules.

14. Data protection and confidentiality

Malpractice cases involve sensitive personal data. LMSC will:

- restrict access to case files to those with a legitimate role-based need;
- process data lawfully and securely;

- ensure accurate records and appropriate retention;
 - share data externally only where necessary and lawful (e.g., with awarding bodies as required).
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15. AI misuse controls (operational expectations)

To reduce AI-related malpractice, LMSC will:

- provide clear candidate guidance on permitted and prohibited AI use for each assessment type;
 - require students to acknowledge authenticity declarations where applicable;
 - apply authenticity checks (supervised sessions, drafting evidence, questioning, comparative review of style and performance);
 - ensure staff understand that confidentiality and secure assessment material must never be entered into public AI tools;
 - treat suspected AI misuse as a formal malpractice allegation and manage under this policy.
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16. Monitoring and review

The Director will review malpractice/maladministration themes at least annually (and after serious incidents), including:

- number and type of cases;
- root causes and systemic issues;
- training effectiveness;
- compliance with reporting timelines;
- improvements required to prevent recurrence.

This policy will be updated immediately if awarding body requirements change.

17. Related LMSC policies and procedures

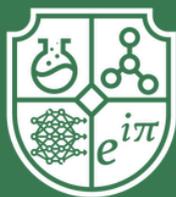
- Exam Security Policy
 - Exam Room Conduct and Invigilation Policy
 - Exams Office Operations Manual (ICE-mapped)
 - Access Arrangements and Special Consideration procedures
 - Internal Appeals Procedure
 - Equalities Policy
 - Complaints Policy
 - Whistleblowing Policy
 - Conflict of Interest Policy
 - Safeguarding and Child Protection Policy
 - Data Protection Policy
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18. Approval

This Malpractice and Maladministration Policy is approved by the Director of London Maths & Science College (LMSC) and is effective from **21 February 2026**.

Approved by: Anis Zaman, Director

Date approved: 21 February 2026



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