LSI Independent college exam malpractice policy

Reviewed: August 2024 by Dr. Jan Capar
Next Review: August 2025

www.lsi.college

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LSI Independent College is a trading name of LSI Education Ltd. Registered in England No. 846983 19-21 Ridgmont Street London WC1E 7AH

Exams Malpractice Policy

2024-2025

The purpose of this exams malpractice policy is:

- To ensure the planning and management of exams malpractice policy is conducted efficiently.
- To ensure the operation of an efficient exams malpractice policy with clear guidelines for all relevant staff and candidates.

It is the responsibility of everyone involved in the Centre's exam processes to read, understand, and implement this policy.

The exams policy will be reviewed every Autumn Term.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

2024-2025 Academic Year

Head of Centre: Dr Iman Hami

Director of Studies: Dr Jan Capar

Exams Officer: Dr Jan Capar

Registrar: Ms Eda Cinar

LSI College Exams Malpractice Policy follows the following guidelines:

- JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures* (updated every September).
- JCQ publication *Instructions for Conducting Examinations* Sections 3 and 4 (updated every September).

The Head of Centre:

- Is responsible for reporting all suspected or actual incidents of malpractice in accordance with the JCQ document *Suspected Malpractice in Examinations and Assessments*.
- Has overall responsibility for the school/college as an exams Centre and advises on appeals.

The Exams Officer:

- Trains all invigilators according to JCQ guidelines prior to their start, including malpractice prevention and detection.
- Books all exam rooms, ensures that all exam rooms meet JCQ criteria, and confirms compliance with the "JCQ's Second Pair of Eyes Check Form."
- Ensures that "unauthorised items" posters are displayed clearly in and outside of exam

rooms.

- Provides written information and formal briefings on conduct for candidates, including JCQ's "On Your Exam Day" checklist.
- Collaborates with the Head of Centre to implement JCQ procedures during any suspected or actual malpractice incidents.

Invigilators:

- Receive training and sign a confirmation letter stating they understand their duties, including malpractice prevention and detection.
- Strictly implement JCQ's checklist for invigilators, ensuring candidate ID checks, sitting plan checks, and unauthorised item checks.
- Immediately notify the Exams Officer or Head of Centre in cases of suspected or actual malpractice.

Candidates:

- Are briefed in advance about exam conduct and provided with JCQ's "On Your Exam Day" checklist.
- Must adhere to rules regarding acceptable dress, behavior, and prohibited items (e.g., mobile phones, digital devices, and watches).
- Disruptive behavior is managed in accordance with JCQ guidelines.
- Candidates leaving the exam room must be accompanied by a staff member.

Use of AI

Purpose: This section addresses the use of Artificial Intelligence (AI) in exams and assessments to prevent malpractice and ensure compliance with JCQ guidelines.

Guidelines for AI Usage:

1. **Prohibited Use of AI:**
   - Candidates are strictly prohibited from using AI-powered tools, including but not limited to text generators, automated translators, and AI-driven content creation tools, during exams or assessments unless explicitly permitted by JCQ.
   - Any attempt to use AI during an exam, either through personal devices or any electronic means, will be considered malpractice.

2. **Detection and Monitoring:**
   - The Exams Officer will ensure that all devices and technology in the exam environment are compliant with JCQ guidelines to prevent access to AI tools.
   - Invigilators are trained to monitor candidates for any signs of AI use or access to electronic devices that could connect to AI services.

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3. **Assessment Submissions:**

    o   For coursework and controlled assessments, subject teachers will educate candidates on the acceptable use of AI in research and drafting.

    o   Candidates must sign a declaration confirming that any work submitted for assessment is their own and has not been generated or influenced by AI tools.

    o   Any suspected use of AI in coursework or controlled assessments will be investigated in line with the JCQ *Suspected Malpractice in Examinations and Assessments* procedures.

4. **Candidate Awareness:**

    o   The Exams Officer will brief candidates before each exam series, highlighting the rules regarding AI use and the consequences of breaching these rules.

    o   Written information will be provided to candidates explaining the implications of using AI in assessments and examinations.