



# Haberdashers' West Midlands Academies Trust

## Haberdashers' Adams

### MALPRACTICE, MALADMINISTRATION AND CONFLICTS OF INTEREST POLICY

2025-2026

<b>Malpractice, Maladministration and Conflicts of Interest Policy</b>	
<b>Named Responsibility of Policy</b>	Mr G Hickey
<b>Date of Policy</b>	April 2025
<b>Date of next Review</b>	April 2026
<b>Governor Accountability</b>	Reported to Board / Teaching and Learning Standards

# **Haberdashers' Adams policy on malpractice, maladministration and conflicts of interest.**

## **Scope of policy**

This policy is intended to cover malpractice, maladministration and conflicts of interest in relation to public examination courses (GCSE, AS-level, A-level, HPQ and EPQ). It covers both "normal exam years" in which students sit public examinations and years in which there are alternative arrangements due to the cancellation of public examinations, e.g., the creation of Centre Assessed Grades (CAGs) in 2020 and teacher assessments in 2021.

## **Malpractice and maladministration**

The school will implement the Joint Council on Qualifications (JCQ) guidelines, using the latest available version from their website.

In summer 2025, the school will additionally brief all public examination candidates about malpractice in relation to this year's grading process and will require all candidates to sign a candidate declaration as shown in appendix 1.

## **Conflicts of interest**

The school will implement the Joint Council on Qualifications (JCQ) guidelines, using the latest available version from their website. At the time of writing, this is contained in the *General Regulations* for Approved Centres.

In relevant cases, we will complete the JCQ declaration of interest form, take the appropriate security measures, and review the situation on a case-by-case basis.

**Appendix 1: candidate declaration form, April 2025**



**Candidate declaration**

**I understand** that the Joint Council on Qualifications (JCQ) defines “malpractice” as follows<sup>1</sup>:

‘Malpractice’ means any act, default or practice which is a breach of the Regulations or 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 offer, employee or agent of any awarding body or centre.

Malpractice may or may not relate directly to sitting an examination. Awarding bodies are aware of the possibility of novel or unexpected forms of malpractice emerging as technologies and the nature and organisation of examination centres change.

**I also understand** that the examination boards will normally impose sanctions on individuals found guilty of malpractice, and that these sanctions range from warnings through loss of marks to, in the most serious cases, disqualification.

I confirm that:

- a) I have not and will not engage in any malpractice.
- b) If I become aware of any actual or potential malpractice, I will report it to the school’s examinations officer ([kim.cherrington@adamsgs.uk](mailto:kim.cherrington@adamsgs.uk)) at the earliest reasonable opportunity.

Candidate name (printed): .....

Candidate signature: .....

Date: .....

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<sup>1</sup> See <https://www.jcq.org.uk/exams-office/malpractice/>