



Fair Play in Exams & Assessments

Avoiding malpractice in mocks, coursework and NEA

Ex umbris in veritatem: your work, honestly your own.

What is malpractice?

Breaking the rules of an exam or assessment in a way that could give anyone an unfair advantage. It counts **whether it was deliberate or not.**

Mocks run under full JCQ rules.



Malpractice in a mock is dealt with under the school's policy, just as it would be in the real thing.



In the exam room

- **No phones, smartwatches, earbuds or any device**, even switched off. Hand them in before you enter.
- **No notes** on paper, pencil cases, labels or skin. Clear pencil cases only.
- **Only approved equipment**: check the calculator and equipment rules for each paper in advance.
- **No talking, signalling or sharing** from the moment you enter until you leave.
- **Follow the invigilator's instructions**. Disruptive behaviour is malpractice.
- **Don't post or discuss exam content** online or in group chats, and don't share rumoured papers.



Coursework & NEA

- **Your work must be your own**. You will sign a declaration saying so.
- **Reference every source**: books, websites, videos and AI. Copying without credit is plagiarism.
- **Don't share your work** or let anyone else write, edit or improve it (collusion), unless group work is allowed.
- **Keep supervised work supervised**. Don't take it home or add to it outside lessons if the rules say not to.
- **Never make up** data, results or evidence.
- Teachers can give **general feedback only**. They can't correct or rewrite it for you.



Artificial Intelligence (ChatGPT, Gemini, Copilot, Snapchat My AI...)

1. Only if allowed

Use AI only where your teacher and the specification permit it. If you're unsure, the answer is no.

2. Always acknowledge it

Name the tool and date, and keep your prompts and its replies (screenshots) to show your teacher.

3. No marks for AI work

Content an AI wrote earns you no credit. Passing it off as your own is malpractice.



How we check work is yours

- Teachers watch your work develop and compare it with your classwork.
- Work may be checked for plagiarism and AI use.
- You may be asked to **talk through your work** and explain your choices.
- Exam boards moderate a sample and can investigate.



What can happen

Warning

Loss of marks for that section or piece of work

Disqualification from the paper or subject

Disqualification from ALL your qualifications

Not sure? Ask before you act.

Your subject teacher or our Exams Officer, Christine Evans:
cevans@cardinalnewmanschool.net

Based on the JCQ Information for Candidates documents and JCQ AI guidance. Full versions on the school website.