

Academic Malpractice Policy (Years 7-13)

Bedford Modern School has a very clear policy on any malpractice by pupils and takes all reported instances seriously. There are a number of different ways in which this may manifest itself:

Level 1	Copying homework from another student, with or without the knowledge of the other child.
Sanction	Faculty detention. * Sixth Form – see below.
Level 2	Unacceptable behaviour in class tests for example through the use of electronic devices, notes brought in, looking at a neighbour’s paper or disruptive behaviour. Plagiarism or unacknowledged use of AI in submitted homework.
Sanction	Faculty detention plus letter home to parents/guardians. * Sixth Form – see below.
Level 3	Unacceptable behaviour in Y7-10 and Y12 school exams for example through the use of electronic devices, notes brought in, looking at a neighbour’s paper or disruptive behaviour.
Sanction	After school detention, meeting with the Deputy Head Academic) and letter home. Logged in CPOMS.
Level 4	Plagiarism (or the use of AI) of externally submitted coursework or controlled assessment pieces. Unacceptable behaviour (to include use of unauthorised electronic devices or connecting to the internet for laptop users) in trial exams (Y11 and Y13).
Sanction	After school detention, meeting with the Deputy Head Academic) and letter home. Depending on the seriousness of the event and the stage in the process at which it is discovered, parents/guardians may be invited in and the examination board may be informed – students should be aware that if this is the case, then the board will make the decision and the school must abide by this. ** Logged in CPOMS.
Level 5	Unfair or dishonest practice in external exams.
Sanction	Meeting with the Deputy Head Academic and a letter home inviting parents/guardians in for further discussions. This will also be reported to the appropriate examination board who have powers ranging from giving zero for that paper to all exams sat in that series being nullified. Again, the school would have to abide by the decision made. *** Logged in CPOMS.

Offences 1 and 2 are dealt with by Heads of Faculty in consultation with subject staff, whilst Offences 3-5 will come to the Deputy Head Academic. Other offences not listed above will be dealt with on a case-by-case basis but using the examples above as a guideline.

These sanctions are a part of the normal school sanction system and may trigger the automatic upgrade of a sanction to the next level, depending on previous sanctions received in that academic year to date.

* Students in Years 12 and 13 work with our Learning Mentors and utilise twilight study should the need arise.

** JCQ definitions and regulations regarding plagiarism:

[Malpractice - JCQ Joint Council for Qualifications](#)

[Plagiarism in Assessments - JCQ Joint Council for Qualifications](#)

***The school has a responsibility, under the regulators' GCSE, GCE, Principal Learning and Project Code of Practice. Heads of Centres must report to the appropriate awarding body at the earliest opportunity, all suspicions or actual incidents of malpractice. The only exception to this is malpractice discovered in controlled assessments or coursework before the authentication forms have been signed by the candidate. For further details of the sanctions that the exam board may impose, see the document, which can be found on the JCQ website at:

[Malpractice - JCQ Joint Council for Qualifications](#)

[Notice to Centres – malpractice - JCQ Joint Council for Qualifications](#)

**Mr H Hewlett
Deputy Head Academic**

**February 2025
Review Date February 2026**