



Internal Appeals Procedure (Malpractice) – Information for Students

This leaflet applies to courses where there is an element of internally assessed work, such as coursework or non-exam assessments (NEAs). This includes subjects like Creative Arts, GCSE Music, GCSE PE, and Cambridge Nationals. It explains what happens if there are concerns about malpractice in your work – and what you can do if you disagree with a decision.

Where a qualification includes internally assessed work, your teachers are responsible for marking your work and ensuring it meets the standards set by the exam board. These marks contribute to your final grade and are subject to internal checks and external moderation.

What is malpractice?

Malpractice means breaking the rules when completing your work. This includes plagiarism (copying someone else's work without saying where it came from), collusion (working with someone else when you're meant to work independently), AI misuse (using artificial intelligence tools in a way that's not allowed), false declarations (signing to say the work is your own when it isn't), and inappropriate content (including offensive or unsuitable material).

Your teachers will explain what's allowed and what isn't before you start your work. You'll also receive JCQ guidance documents to help you understand the rules.

What to do if you disagree with a decision not to mark your work

If your teacher thinks there's a problem with your work before you've signed the authentication form, they will follow the school's procedures and JCQ rules. This might mean your work is not accepted for assessment or is rejected. You will be told if this happens and given a chance to respond.

If you don't agree with the decision to reject your work, you can appeal. You should complete an internal appeals form, which you can get from the exams office or download from the school website. Submit your appeal within 3 working days, explaining clearly why you disagree and including any evidence that supports your case.

You'll be told the result of your appeal within 5 working days.

Need help?

If you're unsure about anything or need support with the process, please speak to your subject teacher or Mrs. Hickman in the exams office. We're here to help make sure everything is fair and clearly understood.