

|                            |                                              |
|----------------------------|----------------------------------------------|
| Corporate Ref.             | CPP 007                                      |
| Level                      | 3                                            |
| Senior Responsible Officer | Assistant Principal<br>Quality & Improvement |
| Version                    | 1.1                                          |
| EIA                        | 06/08/2020                                   |
| Approved by                | SMT                                          |
| Approved date              | 03/05/2024                                   |
| Superseded version         | 1                                            |
| Review date                | 03/05/2027                                   |

# Malpractice and Maladministration Policy

1. Purpose.....3

2. Scope.....3

3. Context.....3

4. Definition .....4

5. Detection .....5

End of document .....5

### Version Control

| Version | Author            | Date       | Changes                     |
|---------|-------------------|------------|-----------------------------|
| 1.1     | Curriculum Leader | 09/09/2024 | Updated to “Awarding Body”. |
|         |                   |            |                             |
|         |                   |            |                             |
|         |                   |            |                             |

## 1. Purpose

The purpose of this policy is to define Malpractice in relation to assessment and certification for all Awarding Bodies and to outline the roles and responsibilities of all staff and students in relation to malpractice and/or maladministration.

## 2. Scope

Malpractice covers any actions and/or practices which threaten the integrity of assessment, verification, resulting and certification procedures.

Maladministration is any activity, neglect, default, or other practice that results in non-compliance for all Awarding Bodies. Recurrent maladministration constitutes malpractice and will be treated as such.

This policy applies to all qualifications delivered by the College where assessment for certification is wholly or partly the responsibility of the College.

The following documents should also be read in conjunction with this policy: -

- Assessment Policy
- Assessment and Appeals Procedure
- Verification Procedure
- Positive Behaviour and Anti-Bullying & Harassment Policy
- Staff Disciplinary Policy
- Performance Improvement Guidance
- Malpractice Procedure

## 3. Context

The College is committed to safeguarding its reputation for the quality and integrity of assessment and qualifications and to ensuring compliance with all relevant Awarding Body requirements. The College will therefore ensure that all allegations of malpractice (by students or College staff) are investigated consistently, fairly, and impartially.

## 4. Definition

Malpractice: is any act, default or practice (whether deliberate or resulting from neglect or default) which is a breach of Awarding Body requirements including any act, default or practice which:

- compromises,
- attempts to compromise or may compromise the process of assessment,
- the integrity of any Awarding Body qualification,
- the validity of a result or certificate;
- and/ or damages the authority, reputation or credibility of the Awarding Body or any officer, employee or agent of the Awarding Body.

Malpractice can arise for a variety of reasons. Some incidents may be intentional and aim to give an unfair advantage or disadvantage in an examination or assessment (deliberate non-compliance).

Some incidents arise due to ignorance of the Awarding Body requirements, carelessness or neglect in applying the requirements (maladministration).

Malpractice can include both deliberate and non-compliance with the Awarding Body requirements and maladministration in the assessment and delivery of the Awarding Body's qualifications. It is necessary to investigate any suspected instances of malpractice, whether they are intentional or not, to protect the integrity of the qualification and to identify any wider lessons to be learned.

Maladministration: is any activity, neglect, default or other practice that results in non-compliance with an Awarding Body's requirements or any other applicable requirements and includes the application of persistent mistakes or poor administration within the College. Recurrent maladministration constitutes malpractice and will be treated as such.

## **5. Detection**

The Malpractice Procedure sets out the College's approach, for identifying/reporting and investigating suspected and/or actual malpractice or maladministration cases in line with Awarding Body guidance. This will be a confidential and secure process and includes identifying designated members of staff to investigate any alleged cases. The College is committed to encouraging students and staff to report any concerns without reprisal.

Investigations will be conducted thoroughly, in a timely manner and in accordance with Awarding Body requirements. These will at all times respect the privacy and rights of all parties involved.

**End of document**