



D12 MALPRACTICE AND MALADMINISTRATION POLICY

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SCOPE

This policy provides definition and examples of Malpractice and Maladministration which may occur in connection with Accipio or learners. The process for preventing, investigating and dealing with Malpractice and Maladministration is described. All suspected or alleged instances of malpractice or maladministration must be reported directly to the Awarding Organisation.

DEFINITION

Malpractice (by centres/providers)

Malpractice is any activity or practice which deliberately contravenes procedures and regulations. It means that there are serious concerns about the integrity of the assessment or the validity of certificates we take it very seriously.

Examples of malpractice:

- Deliberate misuse of the Awarding Organisation logo by the centre/provider
- Contravention of examination regulations by the centre/provider
- Falsification of documents.

Malpractice (by learners)

Malpractice is any activity or practice which deliberately contravenes procedures and regulations. It means that there are serious concerns about the integrity of the assessment or the validity of certificates we take it very seriously.

Examples of malpractice:

- Cheating of any nature by learners, including plagiarism
- Deliberate misuse of the Awarding Organisation logo by the learner
- Contravention of examination regulations by the learner
- Repeated maladministration (normally three consecutive incidents).

For specific guidance on plagiarism and cheating please see the Plagiarism & Cheating Policy.

Maladministration

Maladministration is an activity or practice which results in non-compliance with regulations, but it's normally the result of a genuine mistake rather than any deliberate plan to gain an unfair advantage. Where a centre or provider repeatedly makes mistakes then this would eventually constitute Malpractice (see Definition of Malpractice).

Examples of maladministration:

- Late registration of learners with the Awarding Organisation
- Claiming certification for incorrect units

Accipio and learners should take all reasonable steps to prevent malpractice and/or maladministration from occurring throughout the development, delivery and assessment of the Awarding Organisation qualifications and programmes.

For more general concerns or complaints please see the Complaints Policy.

PROCESS

Accipio will maintain a policy in relation to malpractice and maladministration and ensure our people and learners understand malpractice and maladministration and the associated consequences.

Accipio will report all suspected or alleged cases of malpractice or maladministration straight away to the Head of Quality Practice by emailing the Awarding Organisation.

Individuals have the right to report suspected Malpractice directly to CMI using CMI Whistleblowing Policy.

ACTION

The Awarding Organisation Quality Regulatory Group will oversee the investigation process and will ratify the outcome.

If the investigation confirms that malpractice by a centre/provider has taken place, dependant on the gravity and scope, one or more of the following actions will be taken:

- Disallowing all or part of a learner/s assessment evidence or marks
- The learner/s certificates will not be issued, or previously issued invalid certificates for that learner/s will be withdrawn
- No further registrations will be accepted for the learner/s
- Your centre or provider risk rating will be reviewed which could lead to the suspension of registrations, suspension of certification or suspension of centre approval and/or qualification approval
- A report will be made to the relevant regulatory bodies and may be shared with other awarding organisations and/or other agencies such as funding bodies or the police
- the Awarding Organisation membership may be withdrawn for the learner/s
- Corporate or individual tutor membership may be withdrawn