



Title	Assessment malpractice and maladministration policy
Owner	Quality Manager
Review interval	Annually or when there is a change in regulations
Date of last review	3/6/21

Updates Every review will not necessarily yield any changes if none are needed. There will only be comments below if a change was made		
Date	Version no.	Comments
3/6/20	1	

Intent

- To identify and minimise the risk of malpractice or maladministration by staff or candidates.
- To respond to any incident of alleged incident promptly and objectively.
- To standardise and record any investigation of incidents to ensure openness and fairness.
- To impose appropriate penalties and/or sanctions on candidates or staff where incidents (or attempted incidents) of malpractice or maladministration are proven.
- To protect the integrity of this centre and qualifications.

In order to do this, the centre will:

- Seek to avoid potential problems by using the induction period and on programme advice to inform candidates of the centre's policy and the penalties for attempted and actual incidents
- Show candidates the appropriate formats to record cited texts and other materials or information sources
- Ask candidates to declare that their work is their own
- Ask candidates to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used
- Provide staff with sufficient and competent supervision, training and support
- Conduct an investigation in a form commensurate with the nature of the allegation. Such an investigation will be supported by the Head of Centre and all personnel linked to the allegation. It will proceed through the following stages:
 1. Quality Manager
 2. Company Director
- Make the individual fully aware at the earliest opportunity of the nature of the allegation and of the possible consequences should they be proven
- Give the individual the opportunity to respond to the allegations made
- Inform the individual of the avenues for appealing against any judgment made
- Document all stages of any investigation

Where malpractice is proven, this centre will apply the following penalties / sanctions:

1. Remove candidate or staff member from the programme
2. Not allow the results for this candidate
3. Dismiss the staff member

Also in the case of malpractice, the centre may take the following action dependant on the seriousness of the incident:

- Agree an improvement / development plan with an individual and monitor for improvement.
- Restrict the tasks the staff member is involved with
- Dismiss the staff member

Definition of Malpractice

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification.

Grey Seal Academy does not tolerate actions (or attempted actions) of malpractice by any individual.

Grey Seal Academy may impose penalties and/or disciplinary action, in accordance with its disciplinary policies where incidents (or attempted incidents) of malpractice have been proven.

Examples of Malpractice by Candidates

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

- Plagiarism of any nature.
- Collusion by working collaboratively with other candidates to produce work that is submitted as individual candidate work.
- Copying (including the use of ICT to aid copying).
- Deliberate destruction of another's work.
- Fabrication of results or evidence.
- False declaration of authenticity in relation to the contents of a portfolio or coursework.
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.

Examples of Malpractice by Centre Staff

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

- Improper assistance to candidates.
- Inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given assessment decisions made.
- Failure to keep candidate coursework/portfolios of evidence secure.
- Fraudulent claims for certificates.
- Inappropriate retention of certificates.
- Assisting candidates in the production of work for assessment, where the support has the potential influence the outcomes of assessment, for example where the assistance involves centre staff producing work for the candidate.
- Producing falsified witness statements, for example for evidence the candidate has not generated.
- Allowing evidence which is known by the staff member not to be the candidate's own, to be included in a candidate's assignment/task/portfolio/coursework.
- Facilitating and allowing impersonation.
- Misusing the conditions for special candidate requirements, for example where candidates are permitted support, such as an amanuensis, this is permissible up to the point where the support the potential to influence the outcome of the assessment.
- Falsifying records/certificates, for example by alteration, substitution, or by fraud.
- Fraudulent certificate claims, that is claiming for a certificate prior to the candidate completing all the requirements of assessment.

Definition of Maladministration

Maladministration is essentially any activity or practice, which results in non-compliance with administrative regulations and requirements and includes persistent mistakes or poor administration. (eg inappropriate learner records, lack of security for learner records).

Examples of maladministration

The categories listed below are examples of centre and learner maladministration which may also include examples of malpractice from above. Please note that these examples are not exhaustive and are only intended as guidance on our definition of malpractice:

- Persistent failure to adhere to our learner registration and certification procedures
- Persistent failure to adhere to our centre approval or qualification requirements
- Unreasonable delays in responding to requests and/or communications
- Inaccurate claim for certificates
- Failure to maintain appropriate auditable records, e.g. certification claims and/or forgery of evidence
- Withholding of information, by deliberate act or omission, from us which is required to assure our ability to deliver qualifications appropriately
- Misuse of our logo.
- Use of the Ofqual logo, inappropriate claims about Ofqual regulated qualifications or a false representation of a direct relationship with Ofqual