

Malpractice Policy

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1. Aim

The purpose of this policy is to provide information to staff on the requirements for the identification, prevention and investigation of malpractice and mal administration so that the security and integrity of the qualifications are maintained.

- Ensure that any potential malpractice and maladministration is identified, prevented, corrected and/or mitigated
- Ensure that any event that could lead to an adverse effect is identified, prevented, corrected and/or mitigated

2. Malpractice

Malpractice is any deliberate activity, neglect, default or other practice that compromises the integrity of the assessment process and /or validity of certificates.

Malpractice can occur at learner, centre or awarding organization level and may include a range of issues from the failure to maintain appropriate records or systems to the deliberate falsification of records in order to claim certificates. Failure by a centre to deal with an identified issue may constitute malpractice.

- Learner malpractice: any action by the learner which has the potential to undermine the integrity and validity of the assessment of the learner's work (plagiarism, collusion, cheating, etc.).
- Assessor malpractice: any deliberate action by an assessor which has the potential to undermine the integrity of the qualifications
- Plagiarism: taking and using another's thoughts, writings, inventions, etc., as one's own.

3. Maladministration

Maladministration is any activity, neglect, default or other practice that results in Triple Skillz not complying with the specified requirements for delivery of units and qualifications.

It is the responsibility of Triple Skillz to investigate any potential malpractice or maladministration and to inform your allocated External Quality Assurance Manager (EQAM). It is the responsibility of all staff at Triple Skillz to alert the Managing Director of any incident that has occurred that has the potential for malpractice or maladministration.

4. Actions

- Take reasonable steps to prevent malpractice
- Ensure all staff and learners are fully aware of the malpractice procedure
- Ensure any member of staff with a personal interest in the outcome of a Learner's assessment is

- not involve in their assessment or moderation
- Be vigilant to possible occurrences
- Implement a recording system for suspected instances

5. Finding a case of potential malpractice of maladministration

- Establish the facts and circumstances
- Identify the cause and those involved
- Inform staff and/or learners involved of the allegations and possible consequences offering right of reply
- Identify and take action to minimize the risk to learners and request for certification
- Identify any changes to centre policies/procedures
- Prevent or mitigate any adverse effect
- Inform Aim Awards of any potential malpractice or maladministration
- Cooperate with Aim Awards investigations
- Implement actions resulting from investigations