

## Malpractice and Maladministration Policy

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### Rationale

This policy is aimed at staff to ensure they deal with all malpractice and maladministration investigations in a consistent manner.

Malpractice is essentially any activity or practice which deliberately contravenes regulations and compromises the integrity of the development, delivery, internal or external assessment process of qualifications delivered at Grantham College.

Malpractice could involve staff, students and external standards verifiers. This term also covers misconduct and forms of unnecessary discrimination or bias towards students.

### Policy statement

All relevant staff and other individuals have a responsibility to be aware of the policies and procedures in place to minimise the possibility of malpractice or maladministration occurring within the organisation.

The categories listed below are examples of staff and student malpractice. They are not exhaustive:

- Contravention of college policies;
- Failure to carry out delivery, internal assessment, internal moderation or internal verification in accordance with awarding body requirements;
- Persistent instances of maladministration within the college;
- Fraudulent claim for certificates;
- The unauthorised use of inappropriate materials/equipment in assessment setting (e.g. mobile phones);
- Insecure storage of assessment materials and exam papers;
- Plagiarism of any nature by students;
- Inappropriate assistance to students by staff or other students (e.g. unfairly helping them to pass a unit or qualification);
- Submission of false information to gain a qualification or unit.

### Definition of Maladministration

Maladministration is essentially any activity or practice which results in non-compliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration within the college.

### Implementation

#### Process for making an allegation of malpractice or maladministration

Anyone who identifies, or is made aware of, suspected or actual cases of malpractice or maladministration at any time **must immediately** notify the Deputy Principal. They should put their concerns in writing enclosing supporting evidence.

All allegations must include (where possible):

- Date suspected or actual malpractice occurred
- Full nature of the suspected or actual malpractice

- Written statements from those involved in the case, e.g. witness statements if appropriate
- Date of the report and the informant's name, position and signature;
- The Deputy Principal will record and identify appropriate action to be taken as well as informing SLT members of concerns raised
- Any actual or suspected malpractice, maladministration or plagiarism must be reported to the awarding body for a decision on action.

### Senior Manager responsibility

All suspected or alleged cases of maladministration or malpractice will be examined promptly if there are reasonable grounds for the suspicion or allegation. If it is possible that malpractice or maladministration has occurred, or may occur, we will try to establish the facts and take all reasonable steps to prevent any adverse effect. If an adverse effect has already occurred, we shall mitigate it as far as possible and correct it including informing awarding bodies, retrieving certificates.

The Deputy Principal will be responsible for ensuring the investigation is carried out in a prompt and effective manner and in accordance with the procedures in this policy.

Throughout the investigation the Deputy Principal will be responsible for overseeing the work of the investigation team to ensure that due process is being followed and appropriate evidence has been gathered and reviewed. They will also be responsible for liaising with relevant external parties and keeping them informed.

### Investigation report

After an investigation a report will be drafted for all parties concerned to check factual accuracy. The final report will be made available to all parties and to regulators and other external agencies as required, including the person who notified us of the suspected malpractice or maladministration.

If the investigation relates to a member of staff the report will be agreed by the line manager and HR. If appropriate, disciplinary procedures will be implemented. If necessary, the incident will be escalated to an SLT member for final decision.

### Investigation outcomes

If the investigation confirms that a centre, or student malpractice or maladministration has taken place sanctions will be imposed in order to address the instance and to prevent it from recurring.

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