



## Beaumont College

### Malpractice and Maladministration Policy and Procedure

#### Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Julia Park September 2024
Delegated Reviewer	Julia Park 24 02 25
Date implemented:	September 2024
Version Number:	1.0
Date of the next review:	July 2025
Date of the next review:	July 2025

#### To be read in conjunction with:

- Assessment Strategy
- Plagiarism Policy and Procedure
- Candidate Appeals Policy and Procedure
- Saltem Whistleblowing Policy and Procedure

#### Malpractice and Maladministration Policy and Procedure

Beaumont College is committed to ensuring access and fair assessment for all learners and to protect the integrity of how training, short courses, unit accreditation or qualifications are delivered.

Through the delivery of its Assessment Strategy and Plagiarism Policy and Procedure Beaumont College implements measures to ensure staff involved in the management, assessment, administration and quality assurance of qualifications are fully aware of the policy.

Through the delivery of its Assessment Strategy and Plagiarism Policy and Procedure Beaumont College implements measures to ensure staff and students involved in undertaking

qualifications are fully aware of the policy, in the case of students where they could understand this.

### **Quality Assurance lead overseeing the delivery of this policy and quality assurance procedures at Beaumont College**

Assistant Principal (Curriculum)

#### **Application of sanctions**

Beaumont College understands that sanctions may be applied to itself as a centre if it fails not to report cases of malpractice or maladministration to the awarding body.

#### **What is malpractice?**

An act, omission or default that breaches the policies and procedures of the college which:

- Compromises, attempts to compromise assessment processes or the integrity of the qualification
- Damages the quality assurance processes of Beaumont College or the awarding body
- Compromises the role of the Quality Assurance lead for the college or other staff members involved in the delivery of a qualification
- Involves a failure of the college to investigate allegations of suspected malpractice following the policy

#### **What is maladministration?**

- Any act, omission or default that results in the college not complying with the specified requirements for the delivery of the qualification as set out by the specifications of the awarding body

#### **Reporting Malpractice and Maladministration**

Beaumont College **MUST** report any allegation of suspected malpractice/ maladministration to the awarding body.

**Where Beaumont College is found to have not reported allegations of suspected malpractice or maladministration an awarding body could place sanctions because of this failure.**

#### **Centre Malpractice (examples):**

- Failure to provide appropriate facilities for the security of assessment materials
- Failure to keep externally set assessment papers secure prior to or after assessment  
Failure to keep learner, computer, or other files secure
- Failure to register learners with Open Awards such that learners are prevented from obtaining the units or qualifications that they are taking
- Denial of access to premises, records, information, learners and staff to any authorised Open Awards representative and/or the regulatory authorities
- Failure to carry out internal assessment, internal moderation, or internal verification in accordance with Open Awards requirements
- Deliberate and persistent failure to adhere to the centre agreements of awarding bodies
- Fraudulent claim for certificates

- Persistent instances of maladministration

**Staff malpractice (examples):**

- Tampering with learners' scripts or assessed work after collection
- Improper assistance to learners in the production of assessed work that is not in line with a reasonable adjustment or special consideration
- Fabricating assessment and /or internal verification records or authentication statements
- Poor invigilation of learners
- Failing to keep assessment papers secure prior to assessment
- Failing to conduct a proper investigation into suspected malpractice
- Fraudulent claims for credit and qualifications

**Learner malpractice (examples):**

- The introduction of unauthorised material into the assessment room e.g. calculators  
Plagiarism
- Collusion between two or more learners
- The deliberate destruction of another's work
- Acting in a disruptive manner during an assessment
- The inclusion of inappropriate, offensive or obscene material in assessment/ examination tasks

**Maladministration (examples):**

- Administrative fault, such as making a mistake or not following rules or procedures
- Failure to comply with Open Awards procedures for registering learners
- Delay in registering learners, or in issuing certificates
- Unreasonable delay in responding to requests for information or other communications from Open Awards
- Inaccurate claims for certificates
- Incorrect action or failure to take any action
- Failure to provide information when reasonably requested to do so
- Inadequate record-keeping
- Failure to investigate
- Misleading or inaccurate statements
- Providing inaccurate advice to learners

**Procedure for reporting malpractice of maladministration**

**Step 1** - Any suspicion must be reported to the Assistant Principal (Curriculum) in writing

If any suspicion is raised regarding to the Assistant Principal (Curriculum) this must be placed in writing and directed to the college Principal

**Step 2** – The Assistant Principal will undertake an internal investigation using an associated Terms of Reference

**Step 3** - The Assistant Principal will report the allegation to the relevant awarding body following their Malpractice and Maladministration policy and procedure

**Step 4** – The awarding body will assess and decide if there is a case to answer

### **Whistleblowing Policy and Procedure**

Allegations of malpractice or maladministration can also be reported via the Saltem 'Whistleblowing Policy and Procedure'

### **Awarding body rights and responsibilities in relation to suspected malpractice or maladministration**

Awarding bodies will:

- Acknowledge the receipt of any allegation of malpractice/maladministration in writing
- Oversee all investigations into suspected or alleged malpractice/maladministration. Where this requires additional visits these will be at the expense of the college
- Withhold the issuing of results until the conclusion of the investigation, or permanently, where the outcome of the investigation warrants it
- Apply the appropriate sanctions, penalties and special conditions in cases of proven malpractice/maladministration in line with their policy
- Report the matter to the regulators if they find evidence that certificates may be invalid
- Report the matter to the police if a proven malpractice involved the commission of a criminal act
- Have and make readily available a published procedure for considering appeals against any penalties arising from malpractice/maladministration decisions to all centres involved in malpractice/maladministration decisions.

### **Rights of the Accused Individual When an incident of suspected malpractice is reported**

An individual (whether a learner or member of staff) accused of malpractice must:

- be informed (preferably in writing) of the allegation made against them
- know what evidence there is to support that allegation
- know the possible consequences should malpractice/maladministration be proven
- have the opportunity to consider their response to the allegations (if required)
- have an opportunity to submit a written statement
- have an opportunity to seek advice and to provide a supplementary statement (if required) be informed of the applicable appeals procedure, should a decision be made against them

### **Appeals Process**

Appellants must make their appeal in writing following the college's 'Candidate Appeals Policy and Procedure' and/or by following the appeals policy of the relevant awarding body.

Where a staff member or student requires an advocate to support them in this process Beaumont College respects this right, however the advocate could not be a person from any legal profession.

**Person Responsible for the review of this policy and procedure: Julia Park (Assistant Principal – Curriculum)**

**Version Control:**

Version Number	Date	Status	Changes
V1.0	24 02 25	Final	

