

Staff Malpractice and Maladministration Policy

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Approval required

SMT Y/N	Y	SMT approved date	25.04.2023
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Changes made

Version	Author	Date	Section	Changes summary
2	Sharon Burke	16.02.2023	All	Minor changes New template

Introduction

Craven College is committed to encouraging staff and students to achieve and maintain high standards of performance and achievement. This policy provides clarity to staff, students, and Awarding Organisations (AO), about the need to maintain the integrity, validity and reliability of assessment across the College and to prevent acts that undermine assessment, certification of qualifications and the authority of those who are responsible for conducting assessment and certification.

Malpractice is defined as any activity or practice, which deliberately contravenes or undermines the regulations, or compromises the integrity of any internal or external assessment. It also covers any action or attempted action that can affect the validity of certification. It covers any deliberate actions, neglect, default or other practice that could or does compromise; the assessment process, the integrity of any qualification and accreditation with an Awarding Organisation (AO) as well as the reputation of the College as a centre.

Malpractice includes the failure to maintain adequate and appropriate records or systems, adequate tracking of work during assessment and Internal Quality Assurance (IQA), storage of work, to the deliberate falsification of work records in order to claim certification. This also includes misconduct and forms of unnecessary discrimination or bias towards groups of students or a student. Malpractice also includes the presentation of work from students which is not wholly their own, this may be by failure to cite references, copy and pasting work, using the work of others, including peers and external sources, or the payment for others to complete work.

Maladministration is any practice or activity, which results in non-compliance with administrative, examination and quality regulations and requirements. This includes poor administration, inadequate record keeping and persistent mistakes within the College. Recurrent instances of maladministration may be considered serious enough to be treated as cases of malpractice.

All staff should be aware that malpractice and maladministration may be deliberate or by negligence on the part of staff or students, but all instances will be subject to the same investigation process.

If you are in doubt about any processes then please consult your AO guidance, your lead IQA, the Quality & Professional Development Manager, or the Quality Team who will be able to provide advice and guidance.

1. Purpose

1. To maintain integrity, validity and reliability of assessment for all students at the College.
2. To prevent both attempted acts and actual acts of malpractice and maladministration by staff.

3. To maintain our good standing and academic rigor with Awarding Organisations and partner Universities.
4. To ensure that our reputation and accreditation is not put at risk.
5. To work within the guidance and policies of all Awarding Organisations used by the college and its staff.
6. To ensure that staff report any suspected or acts of malpractice and maladministration to the quality team.

2. Scope

The Malpractice, Misconduct and Maladministration policy relates to all forms of assessment and certification of qualifications which apply to students at Craven College. It applies to both acts of malpractice, misconduct and maladministration as well as to attempted acts of malpractice, misconduct and maladministration.

3. Responsibility

- Anyone who identifies, is made aware of, or suspects an actual case or suspected case of staff malpractice or maladministration at any time of the year, must notify the Director of Quality or the Quality & Professional Development Manager immediately. In doing so, details should be provided via a written report along with any supporting evidence that the person may have.
- Any allegation or suspicion of malpractice or maladministration by staff will be fully investigated by the Quality Team.
- If evidence of malpractice or maladministration is found, then the organisational procedure for a Disciplinary Hearing will be followed and subsequent penalties and appeals will be carried out in line with the College Disciplinary and Dismissal Procedures.
- Craven College reserve the right to involve any students, staff, invigilators or any person involved with the case, in the investigation. Where face to face interviews are undertaken students have the right to be accompanied by a responsible adult or friend.
- The College will ensure that any investigation will always be carried out in line with the AO requirements and full reports will be made to the AO. In cases of malpractice and maladministration the release of marks, outcomes, results and certification will be delayed and dependent on the outcome of any investigations, may be withheld by the AO until the investigation is completed and a conclusion is reached. The AO may at this

point withhold or recall certification and sanctions may be applied that have far reaching consequences for the College.

4. Communication

The Malpractice and Maladministration policy will be reviewed by the Quality and Professional Development Manager before being escalated to the SMT for approval.

5. Implementation

This policy will apply to all College staff involved in assessment, teaching, instructing and invigilating decisions. All staff should feel confident in disclosing any suspected malpractice or maladministration to the Quality Team.

The College has a duty to ensure malpractice and/or maladministration is immediately reportable to the Awarding organisation, following JCQ guidelines. This process will be undertaken by the Head of Centre and coordinated through the Quality Team.

6. Monitoring

Incidents of malpractice and/or maladministration will be recorded by the Quality Team and will be reviewed each year or for as long as the action is potentially of impact.

7. Associated Documentation

- Quality of Education Policy
- Internal Quality Assurance of Assessment Policy
- Staff Code of Conduct Policy
- Assessment Policy
- Whistleblowing Policy
- Conflict of Interest Policy

This is not an exhaustive list and other instances of malpractice may be considered as they arise. All the most up to date documentation and handbooks relating to a qualification can be found on the Awarding Organisation's website. Lead Internal Quality Assurers should ensure that all staff teaching and assessing on qualifications have read and understood associated policy, process and guidance.

Appendix 1

Malpractice or Maladministration Reporting Flowchart

