

## Introduction

Bragd offers a wide range of learning and development solutions. This policy sets out our approach to malpractice and maladministration, defining this in terms of the assessment and certification of qualifications. Malpractice means any act, default or practice (whether deliberate or resulting from neglect or default) which is a breach of the relevant Awarding Body (SQA, BCS, Highfield, CMI or ILM) assessment requirements including any act, default or practice which:

- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of the relevant Awarding Body (SQA, BCS, Highfield, CMI or ILM) qualification or the validity of a result or certificate; and/ or
- Damages the authority, reputation or credibility of the relevant Awarding Body (SQA, BCS, Highfield, CMI or ILM) or any officer, employee or agent of same.

## Malpractice by Bragd

Malpractice is any activity or practice which deliberately contravenes procedures and regulations and/or any actions that undermine the integrity of the qualifications Bragd offers. This means that if there are serious concerns about the integrity of the assessment or the validity of certificates, we take it very seriously. Examples of malpractice by Bragd could include:

- Failure to meet award approval requirements
- Failure to advise the Awarding Body of any changes with regard to the delivery of the award
- Failure to comply with the Awarding Body procedures for learner registration and certification
- Failure to follow agreed procedures for the assessment or internal verification of any VQ learners
- Claiming for incorrect units or awards
- Claiming for fictitious learners
- Claiming a certificate for learners who have not undergone appropriate assessment or completed the assessment process
- Failure to keep examination material and mark schemes secure
- Offering excessive amounts of help in producing assessed work
- Using falsified witness testimonies
- Allowing learners to include evidence that mentors know is not the learners own work
- Changing/falsifying records or certificates
- Claiming vocational qualification certification without the agreement of the External Verifier.

## Malpractice by learners

Malpractice also applies to learners and is defined as above - any activity or practice which deliberately contravenes procedures and regulations. It means that when there are also serious concerns about the integrity of the assessment or the validity of certificates, we also take it very seriously. Examples of malpractice by learners could include:

- Cheating of any nature by learners including plagiarism; see Plagiarism Policy (BPO 013)
- Plagiarism, including copying large amounts of work from other sources and not acknowledging or referencing this work
- Pretending to be someone else
- Falsifying or altering witness testimonies
- Claiming group work as individual work without explaining own contributions
- Fabricating evidence or results
- Changing results or certificates
- Failing to follow the instructions of invigilators or mentors
- Contravention of examination regulations by the learner
- Repeated maladministration (normally three consecutive incidents).

# Malpractice and Maladministration Policy

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## Appeals

Our Appeals Policy (BPO 001) contains information on the right of appeal.

This information is made available to our staff, and is discussed with learners during Induction. As examples –

- Centres have the right to appeal a decision where a case of reported malpractice by the centre has been confirmed through investigation by the Awarding Body
- Centres also have the right to appeal a decision in the case of suspected malpractice by a learner reported by the centre to the Awarding Body.

Learners have the right to appeal to the Awarding Body where:

- The centre has conducted an investigation, the learner disagrees with the outcome and has exhausted the centre's appeals process.
- The Awarding Body has conducted an investigation and the learner disagrees with the decision.

## Maladministration

Maladministration is an activity or practice which results in non-compliance with regulations, but it's normally the result of a genuine mistake rather than any deliberate plan to gain an unfair advantage. Should Bragd repeatedly make mistakes then this would eventually constitute Malpractice.

Examples of maladministration:

- Late registration of learners with the Awarding Body
- Claiming certification for incorrect units

## Our Responsibilities

Bragd, and our learners, should take all reasonable steps to prevent malpractice and/or maladministration from occurring throughout the development, delivery and assessment of our qualifications. Bragd therefore expects all our staff to co-operate fully with any investigations into malpractice or maladministration, as failure to do so may result in our approval status being permanently or temporarily removed.

As a Centre, we are responsible for informing staff and learners affected by the removal of any Awarding Body services. In cases of suspected malpractice by learners, staff should make learners aware that their final results may be void if the case is proven.

Any staff who identify suspected cases of irregularity or malpractice must immediately report their findings in writing with supporting evidence. Bragd also requires staff to report any malpractice suspected after learners have been registered, making clear any possible implications of a failure to cooperate for the issue of certificates and the future acceptance of entries.

As part of our approach to continuous improvement, this policy will be regularly monitored and reviewed on an annual basis.

Signed:

Date: 03 October 2021

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