



Malpractice & Maladministration Policy

Version History			
Version	Date	Detail	Author
1.0	09/11/2015	First version approved by the MD	Martin Crankshaw
2.0	10/11/2019	Updated to include ProQual details Separate one in place for NEBOSH Qualifications	Martin Crankshaw

Assessment Malpractice & Maladministration Policy

This policy summarises the management of assessment malpractice within NVQ framework.

- **Malpractice** is defined as a deliberate activity, neglect, default or other practice that compromises the integrity of the assessment process, and / or the validity of certificates.
- **Maladministration** is any activity, neglect, default or other practice that results in the centre not complying with the specified requirements for delivery of the qualifications and as set out in the relevant codes of practice where applicable.

All candidates, assessors and Internal verifiers must be made aware of this procedure.

- 1 Malpractice involves those acts which undermine the integrity and validity of assessments, the certification of qualifications and/or damage the authority of those conducting the assessment and certification.
- 2 NC Skills does not tolerate actions or attempted actions of malpractice by candidates or assessors.
- 3 NC Skills vigilant regarding assessment malpractice and will deal with this in an open and fair manner. As part of NC Skills accreditation agreement with the awarding body. Instances of malpractice and maladministration will be reported to ProQual and NC Skills will ensure compliance with ProQual's Malpractice and Maladministration Policy.
- 4 The NVQ Training Manager will supervise investigations resulting from allegations of malpractice and will inform candidates and center staff suspected of malpractice of their rights and responsibilities.
- 5 All NC Skills employees and Internal Verifiers will ensure they assist ProQual in any way to allow them to conduct a full investigation.

Candidate Malpractice & Maladministration:

This may include:

- Copying others work
- Pretending to be someone else
- Fabrication of evidence
- Altering certificates **Centre Staff Malpractice:** This may include:
 - Producing falsified witness statements
 - Misusing conditions for special learner requirements
 - Failing to keep learner computer files secure
 - Fraudulent certificate claims
 - Falsifying records

Malpractice & Maladministration discovered by the NVQ Centre

- 1 Episodes of malpractice will not be tolerated by the NVQ Centre, and will be reported to ProQual immediately in writing
- 2 The NVQ Centre will inform an individual they feel has been involved in malpractice in writing; making the individual aware of the possible consequences should malpractice be proven.
- 3 The individual will be given the opportunity to respond, preferably in writing, to the allegations made.
- 4 The NVQ Centre will also inform the individual of the appeal procedure should a judgement be made against them by ProQual.