

# Malpractice & Maladministration Policy

## 2025 – 2026

<b>Centre Name</b>	Saracens Foundation
<b>Approved/Reviewed by</b>	Benjamin Lawrence
<b>Last Review Date</b>	01/07/2025
<b>Date of Next Review</b>	01/07/2026

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## Definitions

### Malpractice

Malpractice is any activity, neglect or practice which breaches the regulations relating to the assessment and award of qualifications and affects the integrity of the qualification, the centre, or the Awarding Organisation and its reputation. It covers any deliberate actions, neglect or practice which could compromise:

- The assessment process
- The integrity of a regulated qualification
- The validity of a result or certificate
- The reputation and credibility of the centre, or,
- The qualification or the wider qualifications community

### Maladministration

Maladministration is any non-intentional activity, neglect or practice where a centre or learner does not comply with the requirements for delivery of the qualification.

### Plagiarism

Plagiarism is representing the ideas or work of another person as the learner's own.

## Purpose of the Policy

The purpose of this policy is to outline the responsibilities of Saracens Foundation to have a written record which clearly shows the centre is working to ensure instances of malpractice, maladministration and plagiarism are prevented where possible and when occurrences do occur, a process is implemented to ensure instances are investigated and recorded appropriately.

This policy is maintained and held by the Head of Centre. All records must comply with GDPR regulations in line with the centre's Data Protection Policy.

The policy is reviewed annually to ensure that processes are carried out in accordance with current policy and regulation. The Malpractice and Maladministration Policy will be made available to all staff within the centre and learners undertaking a qualification.

## General Principles

To identify and minimise the risk of malpractice by staff or learners the centre will do the following:

- respond to any incident of alleged malpractice promptly and objectively
- standardise and record any investigation of malpractice to ensure openness and fairness
- impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven
- protect the integrity of this centre, qualifications and awarding organisations the centre works with.

The centre will take the following action if any examples of malpractice or maladministration occur:

- Any staff noting an occurrence of malpractice and/or maladministration will report to the Head of Centre.
- The centre will report any examples of malpractice and/or maladministration to the relevant Awarding Organisation immediately. The Awarding Organisation's process in the reporting of malpractice will be followed.

Examples of **staff** malpractice may arise where staff within the centre fail to meet the standards set out by the Awarding Organisation for the qualification which may include but is not limited to:

- Failure to comply with the policies and procedures set out by the Awarding Organisation
- Failure to meet reporting requirements
- Failure to implement action plans
- Refusing entry to the centre or consistently failing to respond to requests for information from the Awarding Organisation
- Influencing or affecting the assessment processes and assessment decision making
- Improper assistance given to learners
- Making inappropriate assessment decisions where evidence is not valid, authentic, sufficient or relevant
- Failure to comply with awarding organisation requirements for accurate and safe retention of learner evidence, assessment and internal moderation records
- Deliberate falsification of records to claim certificates.

Examples of **learner** malpractice may arise where a learner acts in a manner which breaches the regulations relating to the assessment which may include but is not limited to:

- Use of material produced by someone other than themselves as evidence
- Collusion with others when an assessment must be completed by individual learners
- The falsification of evidence

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- Claiming a reasonable adjustment or special consideration which is later found out to be invalid
- Giving false personal information
- Plagiarism

### Learner Malpractice

In order to prevent instances of learner malpractice, the centre will:

- Seek to avoid potential malpractice by ensuring all new learners are introduced to the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice before starting their qualification
- Show learners the appropriate formats to record information sources
- Ensure learners understand what constitutes malpractice, particularly plagiarism and collusion.
- Ensure learners declare that their work is their own by signing their work to confirm authenticity
- Conduct an investigation if malpractice is suspected in a form appropriate to with nature of the malpractice allegation.
- Before the submission of work for summative assessment, issues of authenticity arising from plagiarism should have been highlighted in formative assessment.
- At summative assessment, if an Assessor has reason to suspect that part or the whole of a learner's work may not be authentic, that work must not be accepted or submitted for external moderation. It should be referred to the Head of Centre for investigation if required.

For all cases of plagiarism or malpractice by a learner, the Assessor will be asked to provide the Head of Centre with a report after they have conducted a discreet investigation. In the case of suspected plagiarism, the report will normally include:

- A statement from the learner that directly addresses the allegation that their work is not authentic
- A statement from the Assessor for the subject concerned. This should include:
  - The guidance given to all learners on how to acknowledge sources, avoid collusion etc. (as appropriate to the nature of the case) in the qualification concerned.
  - The nature and extent of supervision given to the student on the work under investigation
  - A summary of an interview with the Assessor about the allegation of plagiarism

The Head of Centre will then follow the Awarding Organisation's malpractice reporting procedure and provide information including:

- A statement of the facts
- A detailed account of the circumstance of the alleged incident, and details of any investigations carried out by the centre
- Written statements from the centre staff and learners who have been interviewed

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- In the case of learner malpractice or maladministration, any remedial action being taken by the centre to ensure the integrity of the qualifications now and in the future
- Any mitigating factors that should be considered

### **Centre Staff Malpractice**

In the case of suspected malpractice by staff, an investigation will take place. Investigations into allegations will be coordinated by the relevant Head of Centre, who will ensure the initial investigation is carried out within ten working days. The person responsible for coordinating the investigation will depend on the qualification being investigated. The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. Where appropriate, the staff member concerned and any potential witnesses will be interviewed and their version of events recorded on paper.

The member of staff will be:

- informed in writing of all allegation made against him / her / them
- informed what evidence there is to support the allegation
- informed of the possible consequences, should malpractice be proven
- given the opportunity to give their response to the allegations including the opportunity to submit a written statement
- informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant Awarding Organisation and may be shared with other Awarding Organisations, the qualifications Regulator, the police and/or professional bodies

If any sanctions are required, the Head of Centre will follow the centre's Disciplinary Policy.

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Name: Benjamin Lawrence

Signature: 

Date: 01/07/2025

Role: Head of Operations – Saracens Foundation

I \_\_\_\_\_ can confirm that I have read and understood the policy and will adhere to the necessary reporting requirements of this policy in light of any incidents that I am aware of.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_