

Malpractice or Maladministration Policy



Trustee Owner	Andrew Counsell
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Related documents	Assessment Policy Appeals Against Assessment Decisions Internal Verification Policy Reasonable Adjustments Policy Recognition of Prior Learning Policy

Approval History

Version	Reviewed by	Amendment History	Approved by	Date
1.0	Jane Sullivan	First Draft	Andrew Counsell	18/07/22

Purpose

Newton Rigg Ltd recognises that awarding bodies and funding bodies are obliged by UK Government to investigate cases of suspected malpractice.

This policy is designed to explain to tutors, instructors, assessors, moderators and students what we mean by malpractice, the consequences for students and staff who commit malpractice (or maladministration) and the strategies we take to minimise the likelihood of malpractice occurring in the first place.

Scope

This policy applies to all tutors, instructors, assessors, moderators and students.

Newton Rigg Ltd staff and or its representatives are responsible for the maintenance, review and improvement of this policy.

Definition

Newton Rigg Ltd defines 'Malpractice' as any deliberate activity, neglect, default or other practice that compromises the integrity of the assessment process, and / or the validity of certificates.

Malpractice may include a range of issues, from the failure to maintain appropriate records or systems to the deliberate falsification of records in order to claim certificates (i.e. maladministration).

Consequences for students

Any report that suggests reasonable grounds for suspicion that a student has committed or attempted to commit malpractice will be thoroughly investigated by Newton Rigg Ltd.

Situations where a student is strongly suspected will be reported to the awarding body.

Students should be aware that awarding bodies will contact police authorities in serious cases and consider prosecution. Also, credits and certificates previously achieved may be withdrawn and details of the offence may be passed to other awarding bodies.

Students found to have committed malpractice following investigations will be withdrawn from the course and may be excluded from future enrolments on courses at Newton Rigg Ltd.

Consequences for Staff

Any report that suggests reasonable grounds for suspicion that a member of staff has committed or attempted to commit malpractice or maladministration will be thoroughly investigated by Newton Rigg Ltd.

Situations where a staff member is strongly suspected will be reported to the awarding body.

Staff should be aware that awarding bodies might contact police authorities in serious cases and consider prosecution.

Staff found to have committed malpractice or intentional maladministration following investigation may be withdrawn from teaching that course and may be the subject of a disciplinary hearing, which could result in dismissal.

Policy for Prevention

In order to reduce the likelihood of Malpractice occurring at Newton Rigg Ltd;

- Information clearly explaining the possible consequences of malpractice will be raised with students as part of the course 'ground rules', discussed at the start of each course, and with tutor assessors as part of their induction / briefing prior to teaching on behalf of Newton Rigg Ltd.
- Examples of what constitutes student malpractice will also be included in the Course Handbook.
- Assessors will only use material produced at home by students for formal assessment at a point in the course when the style and capacity of individual students has become known to the assessor, so that any anomalies in the level or style of working by a given student can be readily picked up by the assessor.
- Staff engaged in assessment must all contribute and be part of regular Internal Moderation and Standardisation events, where samples of assessed work are seen by more than one staff member / assessor, and where the samples to be chosen are randomly picked or otherwise not chosen by the original assessor.

Our Education and Training Manager is responsible for ensuring the implementation of this policy is adhered to. Any student who believes their adjustment has not been fair or is unreasonable has the right to challenge the decision and bring this to the Appeals Committee.

The Committee will consist of the organisation's Education and Training Manager, a Programme manager from a different curriculum area and a Trustee. The Committee will respond to your appeal in writing within 4 weeks. The result of the Appeals Committee is final.