

## **Westfield Academy - Malpractice and Maladministration Procedure 2022/2023**

### **Centre's & associated third party responsibility**

It is important that anyone involved in the management, assessment and quality assurance of GCSE, BTEC, VCerts, BCS and NCFE qualifications, and learners, are fully aware of the contents of the procedure and that arrangements are in place to prevent and investigate instances of malpractice and maladministration. This procedure will be reviewed annually by the Centre Manager.

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### **Malpractice and maladministration is defined as below:**

#### **Definition of Malpractice**

Malpractice is essentially any activity or practice which deliberately contravenes regulations and compromises the integrity of the internal or external assessment process and/or the validity of certificates. It covers any deliberate actions, neglect, default or other practice that compromises, or could compromise:

- the assessment process
- the integrity of a regulated qualification
- the validity of a result or certificate
- the reputation and credibility of Awarding Bodies
- the qualification or the wider qualifications community.

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.

For the purpose of this procedure this term also covers misconduct and forms of unnecessary discrimination or bias towards certain or groups of learners.

#### **Definition of Maladministration**

Maladministration is essentially any activity or practice which results in non-compliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration (e.g. within a centre, inappropriate learner records).

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### **Process for reporting an event of malpractice or maladministration**

Westfield Academy is committed to delivering high-quality qualifications which are assessed and awarded consistently, accurately and fairly. To this end, Westfield Academy staff and all those involved in the implementation, assessment and verification of all qualifications across all awarding bodies are expected to demonstrate honesty and integrity in carrying out their respective responsibilities.

Any allegation of malpractice must be immediately reported to the Head of Centre. Failure to do so in itself constitutes malpractice. BCS has its own procedure for reporting and investigating reports of suspected malpractice by:-

- Centre Staff
- Candidates

It is the responsibility of the Head of Centre to notify the relevant awarding body immediately of all incidents of malpractice, actual or suspected. The centre will cooperate fully with any Awarding Organisation or regulator investigation, supplying timely, accurate and full information.

Irrespective of the underlying cause or the people involved, all allegations of malpractice in relation to examination and assessment need to be investigated in order to protect the integrity of the qualification and to be fair to the Centre and all candidates.

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Simon Dallimore  
Head of Centre

Abbie Taylor  
Exams Manager

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Date

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Date

This procedure is next due for review on **01/09/2023**