



Malpractice and Maladministration Policy

As part of the regulatory requirements for qualifications Simon Scotting Tree Consultancy and Training is required to have in place a policy statement and procedure for dealing with actual or suspected malpractice or maladministration by staff or candidates.

Any instance of suspected or proven malpractice should be reported in the first instance to Simon Scotting Tree Consultancy and Training who can be contacted through the main office number (01278 732507).

Any such report will be taken seriously and an investigation will be held immediately, the results will be made available to those concerned within 10 working days of the investigation being completed, along with any recommendations that are being carried out. This could include the possible withdrawal of results and certification for those involved.

Wherever possible Simon Scotting Tree Consultancy and Training will act on the customer's behalf to the relevant awarding body to clarify and resolve the situation.

Examples of possible malpractice and maladministration:

- Providing learners with assistance during examinations, such as over explaining questions or suggesting answers to questions.
- Misusing the conditions for special assessment arrangements, for example where learners are permitted support.
- Failing to abide by regulatory requirements for the conduct and management of examinations
- Failing to keep assessment materials and examination papers secure prior to the assessment or examination.
- Altering or forging any assessment or examination documentation.
- Failure to establish candidate identity prior to assessment.
- Facilitating and allowing impersonation.
- Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, and/or where the assistance involves staff producing work for the learner.
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing any or all of the requirements of assessment
- Falsifying records or certificates, for example by alteration, substitution, or by fraud