



Specialist Care Divisions

- ✘ Schools
- ✘ Brain Injuries
- ✘ Learning Disabilities
- ✘ Children Services
- ✘ Autism
- ✘ Care of the Elderly
- ✘ Physical Disabilities
- ✘ Custodial Care

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Assessment Malpractice/Maladministration Policy

Aim:

- to respond to any incident of alleged malpractice/maladministration promptly and objectively
- to standardise and record any investigation of malpractice/maladministration to ensure openness and fairness.
- to impose appropriate penalties and/or sanctions on Candidates or staff where Incidents (or attempted incidents) of malpractice/maladministration are proven.
- to protect the integrity of NVQ Academy and the relevant Awarding Body’s qualifications.

In order to do this NVQ Academy will:

- seek to avoid potential malpractice/maladministration by ensuring Candidates and Assessors are aware of and sign to say they understand NVQ Academy’s policy on malpractice/maladministration and the penalties for attempted and actual incidents of malpractice/maladministration
- show Candidates the appropriate formats to record cited texts and other materials or information sources*
- ask Candidates to declare that their work is their own
- conduct an investigation of the malpractice/maladministration allegation.

An investigation will be supported by the Academy Director and all personnel linked to the allegation. It will proceed through the following stages:

1. The individual will be made fully aware at the earliest opportunity of the nature of the alleged malpractice/maladministration and reminded of the possible consequences should malpractice/maladministration be proven
2. S/he will be given the opportunity to respond to the allegations made
3. S/he will be reminded of the avenues for appealing against any judgment made
4. All stages of any investigation will be fully documented at all times (copies to all parties).

Where malpractice is proven NVQ Academy will apply the following penalties / sanctions:

1. All evidence will be invalidated – and removed from the candidate.
2. S/he will be issued with a first or final warning and given the opportunity to resubmit evidence in cases of minor plagiarism or minor indiscretion.
3. Should blatant malpractice be proven – the Award will cease and a report submitted the relevant Awarding Body. (See definitions on page 2).

* It is perfectly acceptable to copy or quote articles/policies/legal documents etc. from the Internet, books and other external sources. In such cases the Candidate must clearly cite the original source and/or author - and in the case of extracts quotation marks must be used. To be used as evidence the Candidate must include a recorded account of how the article affects her/his actual work practice.

Candidate and Assessor to Sign to acknowledge that they understand the Malpractice/Maladministration Policy as above.

Signed: Candidate

Date:

Print Name:

Signed: Assessor

Date:

Print Name:

