



# **MALPRACTICE POLICY (MLP-05)**

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## CHANGE HISTORY

Revision	Chapter	Description of Change	Date
3	N/A	Update of Handbook	30/07/2019
4	N/A	Update of Handbook	30/09/2020
5	N/A	Update of Handbook	30/09/2021

## **INTRODUCTION**

Malpractice is defined as 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 the awarding body, or,
- the qualification or the wider qualifications community.

EIMF recognizes the different levels and sources of malpractice to include:

- Malpractice by EIMF
- Malpractice by students of EIMF

### **Dealing with Suspected malpractice**

The Statutory Regulation of External Qualifications (QCA 2004) states that awarding organisations must “conduct a full investigation of instances of alleged or suspected malpractice, and must take such action, with respect to the candidates and centres concerned as is necessary to maintain the integrity of the qualification”

### **Procedures for Dealing with Malpractice**

Dealing with malpractice will normally involve the following steps:

1. Identification
2. Investigation
3. Report
4. Conclusion
5. Appeals
6. Maintaining Records

## **1. IDENTIFICATION**

Where malpractice is identified by an exam invigilator or verifier, the incident(s) should be reported to AAT immediately providing full details and supporting evidence (where applicable/available).

Where malpractice is identified internally by EIMF, the incident(s) should be reported to the senior management team EIMF using the internal reporting procedures. The senior management team will then inform AAT immediately in writing so that appropriate action/steps can be taken.

Where malpractice is identified by an individual, the incident(s) should be documented in writing to the senior management team of EIMF who will then make the necessary report to AAT immediately.

Where the individual does not feel able to report the incident internally to EIMF, then the allegation should be made in writing direct to AAT who will protect the identity of anyone who wishes to remain anonymous.

## **2. INVESTIGATION**

Upon receipt of an allegation of malpractice, EIMF will assign an investigator to the case who will conduct an investigation into the allegation. All investigations will be conducted in a fair, reasonable and professional manner. The results of the investigation will be reported to AAT.

## **3. REPORT**

The findings of any investigations into malpractice will be reported both internally to EIMF and externally to the awarding body. Such reports will include a detailed account of the circumstances surrounding the allegation and details of how the investigation was conducted, including the members of staff involved in the investigation. The detailed account may include statements from EIMF staff, individuals (students or otherwise), any student work (where applicable), action taken by the centre and any mitigating factors.

## **4. CONCLUSION**

EIMF will make a conclusion based on the findings of any such investigations and report these to AAT who will make the final decision based on the evidence submitted. Once AAT have made a decision on any action to be taken, the information will be communicated to EIMF senior management, who will then communicate the findings to the staff and/or students concerned.

## **5. APPEALS**

Where malpractice is suspected of EIMF, AAT will communicate its decision to the centre direct. EIMF has the right to appeal the decision, which must be made in writing within 5 working days of receiving the decision.

Where malpractice is suspected and found to be the case of a candidate, the individual concerned will be informed of their right to appeal where the allegation is upheld.

## 6. MAINTAINING RECORDS

The records to be retained following an investigation into malpractice include:

- The detailed report including the conduct of the investigation, evidence submitted, students work, individual interviews and conclusions reached.
- Action taken against the centre or individuals
- Correspondence from the awarding body