



## The Robert Napier School

### Malpractice & Maladministration Policy - ECDL

September 2015

It is important that anyone involved in the management, assessment and quality assurance of BCS qualifications, and students, are fully aware of the contents of this policy and that arrangements are in place to prevent and investigate instances of malpractice and maladministration.

**Malpractice and maladministration is defined as:**

**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:

- (a) The assessment process.
- (b) The integrity of a regulated qualification.
- (c) The validity of a result or certificate.
- (d) The reputation and credibility of BCS.
- (e) 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 policy 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 student records).

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

Anybody who identifies or is made aware of suspected or actual cases of malpractice or maladministration at any time must immediately notify BCS.

If the school has conducted an initial investigation prior to formally notifying BCS, the school should ensure that staff involved in the initial investigation are competent and have no personal interest in the outcome of the investigation. However, it is important to note that in all instances the school must immediately notify BCS if malpractice is suspected or maladministration has occurred, as BCS have a responsibility to the regulatory authorities to ensure that all investigations are carried out rigorously and effectively.

In all cases of suspected malpractice and maladministration reported, BCS will protect the identity of the 'informant' in accordance with their duty of confidentiality and/or any other legal duty