



## Malpractice and Maladministration Policy

Splash Academy is committed in its service provision to offer the highest quality.

### Policy aim and purpose

The aim of this policy is to safeguard the integrity and credibility of Splash Academy, to ensure that any potential malpractice or maladministration is identified, prevented, corrected and/or mitigated in every aspect of the delivery, development and assessment of qualifications. This policy provides a robust and transparent framework for the identification and management of malpractice and maladministration by:

- Providing the means to identify and resolve malpractice and maladministration
- Establishing clear standards for dealing with malpractice and maladministration
- Reducing the possibility of malpractice and maladministration.

This policy applies to all individuals involved with the development, delivery and assessment of qualifications.

### Definition of malpractice and Maladministration

**Malpractice** is any deliberate or neglectful act which undermines the integrity and validity of assessment and the certification.

**Maladministration** is any activity which results in unintended non-compliance with administrative regulations and requirements. Recurring instances of maladministration may be considered serious enough to be treated as malpractice.

### Preventing malpractice and maladministration

The procedures in place by Splash Academy are quality assurance controls (internal verification), verifying learner and assessor activity to prevent any instances of malpractice or maladministration. Should Splash Academy require assistance from the Awarding Body at any point on how best to prevent, investigate and deal with allegations of malpractice or maladministration, the Awarding Organisation will provide support and advice as appropriate.

The AO has established a process for investigating alleged cases that have been raised, which comprises of three stages:

- Stage 1: Notification of an alleged case of malpractice or maladministration
- Stage 2: Investigation of the allegation
- Stage 3: Management of confirmed cases of malpractice or maladministration.

On all occasions when information regarding an allegation is received by the AB, it will be treated as a potential case for malpractice or maladministration until an outcome has been reached through the investigation stage.

Where there are grounds to suspect malpractice or maladministration against a Splash Academy representative, that individual risks suspension of their duties and an investigation by Splash Academy of professional misconduct.

## **Investigating and managing malpractice and maladministration**

### **Stage 1: Notification of a suspected case of malpractice or maladministration**

Splash Academy is responsible for any matters relating to the conduct of the learner whilst undertaking the qualification. Splash Academy will investigate the allegation in compliance with their published policy and procedures which is to be inclusive of:

- Investigation of the allegation of possible malpractice or maladministration
- Notification to the individual concerned, in writing, of the nature of the allegation
- Notification of the possible consequences should the allegation be proven
- Provision of the opportunity for the individual concerned to respond, in writing, to the allegations made
- A procedure for handling an appeal against the decision and/or sanction
- Reporting of all proven cases to the AO at the earliest opportunity with details of the actions taken and the sanction applied.

Irregularities in internally assessed components of assessment discovered prior to the signing of declarations of authentication will not be reported to the AO. The centre may instead decline to accept the work for assessment purposes or may seek to authenticate it.

If an irregularity is discovered by the centre after the signing of declarations of authentication, full details of the case will be submitted to the AB at the earliest opportunity. The matter will then be treated as a formal case of suspected malpractice.

### **Splash academy will ensure to:**

- have in place a policy that draws attention to and deals with the prevention, identification and management of potential or actual malpractice or maladministration of qualifications
- Take reasonable steps to prevent malpractice and maladministration
- Ensure all staff involved in the management, assessment and quality assurance of our qualifications are fully aware of the contents of the policy
- Ensure all learners are fully aware of the contents of the policy
- Notify the AO immediately if potential or actual malpractice or maladministration is identified

## **Monitoring and review**

This policy and its procedures will be reviewed annually to ensure it remains fit for purpose and reflects the types of malpractice and maladministration that may arise, how they are identified, prevented and managed.

The next policy review will take place in September 2019