



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: .....

