

British Safety Council

Malpractice and Maladministration Policy



Introduction

This policy covers malpractice and maladministration by centres, learners or others involved in the development, delivery and award of British Safety Council qualifications.

Irrespective of the underlying cause or the people involved, all allegations of malpractice or maladministration in relation to qualifications and assessment need to be investigated in order to protect the integrity of the qualifications and to be fair to all centres and learners.

Preventing malpractice or maladministration

The British Safety Council aims to prevent the occurrence of malpractice and maladministration by providing clear and comprehensive regulations and requirements to all parties involved in the development, delivery and award of its qualifications.

By keeping under review its regulations and requirements, and monitoring the activities of its centres and learners, the British Safety Council aims to detect issues early on which could result in malpractice or maladministration.

The British Safety Council will provide additional guidance and support to centres, upon request, to prevent the likelihood of malpractice and maladministration.

What is malpractice?

Any attempt to gain unfair advantage in a qualification for oneself or for another constitutes malpractice, as does any infringement of examination rules. Malpractice can occur at centre or learner level. Examples of malpractice include:

- a learner copying another learner's work;
- a learner bringing into an examination room aids (e.g. notes, mobile phone) that could be used to help answer the examination questions;
- a learner using others' ideas and words in an assignment without clearly acknowledging the source of the information (plagiarism);
- a tutor giving a learner unfair assistance with an assessment;
- an invigilator revealing the questions in an examination to learners before the time of the examination.



What is maladministration?

Any activity or practice which results in non-compliance with the British Safety Council's regulations and requirements constitutes maladministration. Examples of maladministration include:

- a centre failing to return all examination materials after an examination;
- a centre failing to issue learners with appropriate notices and warnings in an examination;
- a centre not ensuring the examination venue conforms to requirements;
- errors or omissions in information supplied to the British Safety Council.

Reporting suspected malpractice or maladministration

All examiners, invigilators, centres, learners and awarding body staff are required to report suspicions of malpractice or maladministration on the part of centres, learners, tutors or anyone involved in delivering the qualification. Such reports should be made to the British Safety Council's Head of Qualifications for investigation and resolution.

Investigating malpractice or maladministration

Where there are reasonable grounds for suspected malpractice or maladministration, the British Safety Council will investigate promptly. The Head of Qualifications will review the circumstances and evidence of the case. The investigation may require further information or interviews with the centre, learners(s) involved and any other relevant parties.

In serious cases of suspected malpractice or maladministration, the British Safety Council will notify the Head of Centre that an investigation will take place.

The investigation will, so far as possible, establish whether or not the malpractice or maladministration has occurred.

The Head of Qualifications will promptly take appropriate steps to prevent, where possible, any Adverse Effect to which the suspected malpractice or maladministration may give rise and, where any such Adverse Effect occurs, mitigate it as far as possible and correct it.

Outcomes

If the investigation confirms that malpractice or maladministration has taken place, we may impose one or more sanctions in line with the British Safety Council's Sanctions Policy. It is the centre's responsibility to inform its staff and learners affected by the implications of the sanctions.



Should a centre or learner fail to co-operate with investigations, the British Safety Council may impose sanctions.

The Head of Qualifications will ensure that all reasonable steps are taken to prevent the malpractice or maladministration from recurring.

Notifying the qualifications regulators

The British Safety Council will report any proven cases of centre malpractice or maladministration to the qualifications regulators.

Notifying other awarding organisations

The British Safety Council will report any proven cases of centre malpractice or maladministration to other awarding organisations.

Appeals

Centres and learners have the right to appeal against decisions regarding malpractice or maladministration. Such an appeal will be considered by the independently chaired British Safety Council Appeals Committee. Further information can be found in the British Safety Council's Result Enquiries and Appeals Policy.

Contact details for this policy

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