

Black Mountains College

Malpractice & Maladministration Policy

1. Purpose

This policy sets out how the College prevents, identifies, reports and manages malpractice and maladministration in accordance with the requirements of relevant awarding organisations, and regulatory expectations in Wales.

The policy aims to:

- Protect the integrity and credibility of qualifications
- Ensure fair and valid assessment for all students
- Meet the requirements of relevant awarding organisations
- Ensure compliance with regulatory bodies, including Qualifications Wales
- Promote a culture of honesty, transparency and accountability

2. Scope

This policy applies to:

- All students registered on accredited qualifications at Black Mountains College
- All staff involved in delivery, assessment, internal quality assurance, administration, or management
- Contractors, partners, and third parties involved in qualification delivery

It applies to all accredited provision and related assessment and quality assurance activities.

3. Definitions

Malpractice is any deliberate act, neglect, default or practice that compromises, or could compromise:

- The assessment process
- The integrity or validity of a qualification

- The reputation or credibility of the College or any of its partners

This includes malpractice by students and staff.

Maladministration is any unintentional act, omission, or failure to follow required procedures that results in non-compliance with regulatory or College procedures, and which may affect assessment, quality assurance, or certification.

4. Examples

Examples of malpractice include (but are not limited to):

- Plagiarism, cheating, or collusion by students
- Fabrication or falsification of assessment evidence or records
- Improper assistance to students
- Fraudulent certification claims
- Breach of confidentiality or security of assessment materials
- Failure to report known malpractice

Examples of maladministration include:

- Failure to follow regulatory or accreditation guidelines, or College procedures
- Inaccurate or late student registration or certification claims
- Poor record keeping
- Failure to carry out internal quality assurance appropriately
- Administrative errors affecting student outcomes

5. Responsibilities

The College is responsible for:

- Ensuring systems are in place to prevent malpractice and maladministration
- Ensuring compliance with all regulatory and accreditation requirements
- Reporting suspected malpractice or maladministration promptly to relevant bodies
- Cooperating fully with any external investigation

Black Mountains College's Senior Management is responsible for:

- Leading investigations
- Ensuring appropriate reporting

- Implementing corrective actions

Staff must:

- Follow College and relevant partner procedures
- Maintain accurate records
- Report any suspected malpractice or maladministration immediately

Students must:

- Act honestly and comply with assessment requirements
- Avoid plagiarism, cheating, or other dishonest behaviour
- Adhere to Black Mountains College's Student Code of Conduct

6. Prevention

The College will prevent malpractice and maladministration by:

- Providing training to staff on quality assurance and regulatory requirements
- Ensuring clear assessment and quality assurance procedures
- Maintaining secure systems for assessment materials and records
- Monitoring assessment and internal quality assurance practice
- Identifying and managing conflicts of interest

7. Reporting Requirements

All suspected or confirmed cases of malpractice or maladministration must be reported immediately to the College's Chief Executive Officer or Chair of Trustees.

The College will notify all relevant partners promptly where there is reasonable suspicion or evidence of malpractice or maladministration affecting their qualifications.

The College will:

- Provide full details and supporting evidence
- Preserve all relevant records
- Cooperate fully with any external investigations
- Allow access to staff, students, and records as required

Individuals reporting concerns in good faith will be protected and treated fairly.

8. Investigation Process

Investigations will be:

- Fair, impartial, and timely
- Based on clear evidence
- Properly documented

The College will:

- Inform relevant parties as appropriate
- Follow all appropriate guidance
- Implement any actions required by regulatory bodies and/or accrediting partners

Where appropriate, external regulatory or accrediting bodies may lead or oversee investigations.

9. Outcomes and Sanctions

Where malpractice or maladministration is confirmed, the College will take appropriate action, which may include:

- Corrective actions or process improvements
- Staff training
- Reassessment of students
- Withholding or withdrawing certification
- Disciplinary action in line with College procedures

Actions will comply with all regulatory and contractual requirements.

10. Record Keeping

The College will maintain full and accurate records of:

- All suspected and confirmed cases
- Investigation processes and outcomes
- Actions taken

Records will be retained securely in line with regulatory, contractual and College data retention requirements.

11. Appeals

Students and staff have the right to appeal decisions through the College's appeals procedure and, where applicable, through external processes.

12. Review

This policy will be reviewed annually or sooner if required by contractual or regulatory changes.

Version	Date Reviewed	Who reviewed	Next review date
1	15/6/26	Christianne Wakeham	July 2027