

Inspire London College



Malpractice and Maladministration Policy

Malpractice and Maladministration Policy	Last Review:	September 2025
	Amended Date:	N/A
	Next planned review in 12 months, or sooner as required	

Malpractice and Maladministration Policy

1. Introduction

Inspire London College is committed to maintaining the highest standards of academic integrity and administrative compliance. Malpractice refers to any deliberate act that compromises assessment integrity or the validity of qualifications, while maladministration involves persistent errors or poor administrative practices that lead to non-compliance with regulations.

This policy establishes a clear process for identifying and handling cases of malpractice and maladministration. It ensures that all cases are investigated thoroughly, reported appropriately, and resolved in a fair and timely manner. As an approved centre, the College has a responsibility to report all instances of suspected malpractice or maladministration to the awarding bodies and cooperate fully with external investigations.

2. Scope

This policy applies to all learners, staff members, and stakeholders at Inspire London College who are involved in the delivery, assessment, and administration of qualifications. It sets out procedures for identifying, reporting, and investigating suspected or actual cases of malpractice and maladministration. The policy ensures compliance with awarding body regulations and protects the integrity of the College's training courses, qualifications, and quality assurance systems.

3. Definitions

Malpractice includes any activity that deliberately contravenes assessment regulations, compromises the validity of assessments, or results in professional misconduct. Examples include plagiarism, forgery, exam irregularities, falsification of records, and submission of false information to gain a qualification.

Maladministration involves persistent administrative failures that result in non-compliance with regulatory requirements. This may include errors in learner records, failure to meet awarding body requirements, or poor handling of assessment documentation.

Both malpractice and maladministration can involve learners, staff members, assessors, IQAs, and administrators. Any confirmed case can result in disciplinary action, withdrawal of certification, or further regulatory measures.

4. Reporting Malpractice and Maladministration

Any individual who identifies or suspects malpractice or maladministration should report the matter immediately to a senior staff member or the Centre Manager. If the Centre Manager or senior staff members are suspected, the matter should be reported directly to the awarding body for investigation.

When reporting malpractice or maladministration, the report should include detailed evidence, such as the learner or staff member's name, the qualification affected, the date(s) of the incident, and a

full description of the suspected or actual malpractice/maladministration. Reports should be submitted in writing and will be acknowledged by the College within three working days.

The College will commence an investigation within seven working days and provide a formal outcome within two working days of completing the investigation. If malpractice or maladministration is confirmed, appropriate corrective actions will be taken, and the matter will be reported to the awarding body.

5. Investigation Process

When a case of suspected malpractice or maladministration is reported, the College will appoint a Malpractice and Maladministration Investigation Panel, consisting of senior members of staff, to review the case. The panel will gather evidence, interview relevant parties, and evaluate the impact of the alleged malpractice/maladministration.

During the investigation, the panel may request additional documentation or interview individuals involved. All investigations are conducted confidentially, and the identity of the person who reported the issue will be protected if required. The College will base its decisions on objective evidence and ensure that all actions align with awarding body guidelines.

If an awarding body is directly involved, it reserves the right to lead or review the investigation and conduct site visits if necessary. The College will grant full access to staff, learners, records, and assessment documentation as required by the awarding body.

6. Actions Following Investigation

If an investigation confirms that malpractice or maladministration has occurred, appropriate actions will be taken to protect the integrity of assessments and learner achievements.

Possible actions include:

- Disallowing all or part of a learner's assessment or examination evidence.
- Preventing a learner from sitting an examination.
- Withholding or withdrawing certificates from the awarding body.
- Disqualifying the learner from the qualification or course.
- Implementing staff disciplinary action where malpractice/maladministration is confirmed.

In cases where malpractice affects multiple learners or staff members, the College may implement policy revisions, additional staff training, or internal monitoring measures to prevent recurrence. If required, learners and staff involved in the case will be informed of the investigation outcome and any necessary actions.

If a learner disagrees with the investigation findings, they may appeal the decision within two weeks of receiving the outcome. Appeals should be submitted in writing and will be reviewed by an independent senior member of the College. If a learner remains dissatisfied, they may escalate their appeal to the awarding body, whose decision will be final.

7. Preventing Malpractice and Maladministration

To reduce the likelihood of malpractice and maladministration, Inspire London College maintains robust quality assurance and assessment monitoring procedures. The College ensures that:

- Staff members receive regular training on assessment regulations, quality assurance, and ethical standards.
- Assessments are monitored and verified through IQA and standardisation processes.
- Learners are educated on academic integrity and assessment expectations, including guidance on avoiding plagiarism and dishonest practices.
- Staff and learners understand the importance of accurate record-keeping and compliance with awarding body requirements.

The College also conducts regular internal audits to ensure compliance with quality assurance processes and proactively identifies areas where improvements can be made.

8. Data Protection and Confidentiality

All reports and investigations relating to malpractice and maladministration are treated with strict confidentiality. Personal data is managed in accordance with UK GDPR and the Data Protection Act 2018. Investigation records are securely stored and accessed only by authorised personnel.