Malpractice and Maladministration Policy

McAnderson Associates Limited

1. Purpose

This policy outlines how McAnderson Associates Limited prevents, identifies, investigates, and manages malpractice and maladministration in accordance with awarding body and regulatory requirements (e.g., Ofqual, Highfield, BCS Qualifications and others).

2. Scope

This policy applies to:

- All staff (e.g., directors, trainers, assessors, internal verifiers)
- Contractors
- Learners
- External partners involved in qualification delivery

3. Definitions

Malpractice includes any act or practice which compromises the integrity of the assessment process, the validity of certificates, or the reputation of the awarding body. Examples:

- Plagiarism or collusion
- Impersonation of a learner
- Fabrication of assessment evidence
- Unauthorised assistance during assessment
- Inappropriate assessment design by staff

Maladministration refers to unintentional failure to follow procedures. Examples:

- Inaccurate learner registration or certification
- Poor record-keeping
- Failure to provide adequate learner support
- Negligence in following assessment procedures

4. Policy Statement

McAnderson Associates Limited has zero tolerance for malpractice or maladministration. We are committed to:

- Preventing incidents through robust training and awareness
- Promptly reporting suspected or actual cases to the awarding body
- Taking corrective and disciplinary action where necessary
- Cooperating fully with external investigations

5. Responsibilities

Role	**Responsibility**
Managing Director	Overall responsibility for compliance and reporting to regulators
Centre Manager	Ensures policies are implemented and staff are trained
IQA/Quality Lead	Monitors assessment integrity and identifies risks
Assessors/Tutors	Follow correct procedures and report suspicions
Learners	Complete assessments honestly and follow rules

6. Prevention Measures

- Staff training on assessment and quality procedures
- Clear learner induction, including rules and consequences
- Assessment plans with robust internal verification
- Use of plagiarism detection tools (where applicable)
- Random sampling and audit checks

7. Reporting Procedure

Any person who suspects malpractice or maladministration should:

1. Report concerns in writing to the Centre Manager or IQA.
2. Provide supporting evidence if possible.
3. Confidentiality will be maintained, and whistleblowers will be protected.

The Centre Manager will:

- Log the concern

- Conduct a preliminary review
- Escalate to the awarding body if required

8. Investigation Process

- Investigations will follow a structured and fair process.
- All parties involved will be interviewed and evidence gathered.
- A report will be produced outlining the findings.
- Where malpractice is confirmed, corrective actions and sanctions will be applied.
- A copy of the report will be sent to the awarding body.

9. Sanctions

Depending on the outcome, sanctions may include:

- Reassessment of learners
- Disciplinary action against staff
- Withdrawal from qualification or centre suspension
- Notification to relevant regulatory bodies

10. Review and Monitoring

This policy is reviewed annually or upon any change in regulatory requirements. Lessons learned from investigations will be used to improve internal controls.

11. Policy Approval

Approved by: Akindayo Akindolani
Position: Founder & CEO
Date: 19th May 2025 (Updated)