

## Malpractice Policy

What is Malpractice? Malpractice is defined as a deliberate falsification of records in order to obtain certificates. Like all awarding bodies, IBSL will treat all allegations of malpractice with the utmost seriousness and will take action in any case where this is confirmed.

Examples of malpractice:

- Failure to meet approved qualification requirements
- Failure to advise IBSL of any changes with regard to the delivery of the award
- Failure to comply with IBSL procedures for Learner registration and certification
- Claiming certification for non-active Learners
- Claiming for incorrect units or awards
- Claiming for fictitious Learners
- Claiming a certificate for Learners who have not undergone appropriate assessment
- Deliberate breach of examination or other regulations

### General

IBSL have procedures in place to deal with malpractice on the part of Learners and centre staff (please refer to the section of this document entitled 'Procedure for dealing with malpractice').

During an investigation the Learner concerned will not be entitled to claim any IBSL certificates.

IBSL reserve the right to withhold a Learner's results for all qualifications they may be studying at the time of notification of the suspected malpractice.

### Centre Responsibility

Centres must report any cases of suspected malpractice to IBSL immediately, and to co-operate fully with any investigations into malpractice. Centre staff who identify suspected or actual cases of irregularities or malpractice must immediately report their findings in writing with supporting evidence. Failure to do so may result in the centre's approval status being permanently or temporarily removed.

Centres are responsible for informing staff and Learners affected by the removal of any IBSL services.

In cases of malpractice by Learners, centre staff should make Learners aware that their final results may be void if malpractice is proven.

IBSL require its centres to report to it any malpractice suspected after Learners have been registered, making clear any possible implications of a failure to cooperate for the issue of certificates and the future acceptance of entries.

### IBSL RESPONSIBILITY

IBSL will ensure that all centres, its own staff and Ofqual receive copies of this document - 'Malpractice Policy and Procedure'.

IBSL will carry out a full investigation of any allegations of malpractice and provide a comprehensive report to the relevant parties.

IBSL will inform Ofqual whenever it finds evidence that certificates may be invalid and agree appropriate remedial action with Ofqual.

In the case of malpractice by a Learner or centre employee, IBSL will instruct the appropriate centre staff to investigate the issue in liaison with IBSL appointed personnel.

### **PROCEDURE FOR DEALING WITH MALPRACTICE**

A 'Suspected Malpractice Form' must be completed by in any instance where malpractice is discovered or suspected and returned to IBSL. This form is available through the IBSL website portal.

On receipt of the above form, IBSL will carry out an investigation and report its findings to the centre and Ofqual within one month of receipt of the form. IBSL reserves full authority to undertake investigations into alleged irregularities within their centres. A IBSL representative will be responsible for the conduct of the malpractice investigation, reporting to the Appeals and Standards Committee.

The final report by the Committee will contain:

- The origin of the complaint
- The investigations carried out
- The evidence obtained
- The conclusions obtained
- The recommendations for action

The report will be made available to the centre concerned and if appropriate, Ofqual. The report will be shared with other external parties if appropriate.

This policy is reviewed and revised regularly in accordance with IBSL 'Quality Improvement Plan'.