



MALPRACTICE POLICY

Version and Review Date	No Change / Change details	Author / Reviewer	Approved by	Next Review Date
V2.0 19.08.2019	Policy issued as part of QA arrangement in compliance with ASIC accreditation.	Ikram Salad	Seki Oki	August 2020



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Malpractice Policy

London Centre For Training and Development has a responsibility to ensure that malpractice, non compliance and maladministration is addressed effectively. London Centre For Training and Development has laid down the following procedures in dealing with malpractice on the part of learners, centre staff and any others involved in any of recognized qualification delivered by Tower College of Further and Higher Education.

London Centre For Training and Development requires any member of personnel within the centre, any learner or any relevant person such as Tutor, Assessor and Internal Quality Assurer to report immediately to the Admin Manager if any suspected case of malpractice is committed in direct relation to the centre requirements and/or any qualification-specific criteria.

1 Definition of Malpractice

Any act, default, or practice which is in breach of the regulations, or compromises, or attempts to compromise the integrity of any qualifications. Malpractice could involve centre staff, learners, QA assessor / Tutor and IQA.

1.1 Examples of Malpractice by Centre Staff

Failure to meet the approval requirements including the provision and updating of information relating to assessment locations, assessment, verification staff and learner details to meet the quality Assurance practice.

Failure to meet action plans required by Awarding body External Quality Assurer

Failure to meet London Centre For Training and Development requirements for quality assurance of assessments

Failure to meet London Centre For Training and Development requirements for registration and certification of learners including fraudulent claims for certificates

Failure to meet London Centre For Training and Development requirements for the safeguarding of learner evidence

Improper assistance to learners and/or insufficient evidence to justify assessment decision

1.2 Examples of malpractice by learners

- Plagiarism of any nature collusion with others
- Deliberate destruction of another's work
- False declaration of authenticity in relation to learner evidence impersonation
- Introduction of unauthorized material into the on-line testing room
- Use of mobile phone while undertaking on-line testing or during the class
- Disruptive or offensive behavior while undertaking on line tests or during the class
- Failure to abide by the instructions when undertaking on line tests or during the class.



Documents Associated with this Procedure

Name	Stored