



Malpractice and Maladministration Policy

**MESSAGE**

Info@archangelica.co.uk

**WEBSITE**

www.archangelica.co.uk

**CONTACT US**

+44 (0) 797 7037520

Malpractice and Maladministration Policy

Archangelica delivers learning under the Chartered Management Institute (CMI) Registered Centre status held by FD2i.

Policy statement

Archangelica treats all cases of suspected malpractice and maladministration very seriously and will investigate all reported or suspected incidents in line with this policy.

The purpose of this policy is to protect the integrity of assessment processes, learning delivery and certification, and to ensure that all learners are treated fairly and consistently.

Scope

This policy applies to all learning delivered by Archangelica, including:

- Chartered Management Institute (CMI) qualifications
- CPD-accredited workshops and programmes
- Any other formal learning activity delivered by Archangelica

It applies to learners, facilitators, employees, associates and any third parties involved in Archangelica learning provision.

Definitions

For the purposes of this policy, **malpractice** is used as an overarching term to include both **malpractice and maladministration**.

Malpractice is defined as:

Any act, or failure to act, that threatens or compromises the integrity of assessment processes, learning delivery, or the validity of certification.

This includes, but is not limited to:

- maladministration or failure to maintain appropriate systems or records
- deliberate falsification of records or documents
- plagiarism or other academic misconduct
- actions that compromise the reputation, integrity or authority of Archangelica, its staff or associates

Where required, Archangelica will report relevant cases to the appropriate awarding or regulatory body, including CMI.

Examples of learner malpractice

Examples include (this list is not exhaustive):

- Obtaining assessment materials without authorisation
- Submitting work not undertaken by the learner
- Impersonation or arranging impersonation
- Unauthorised collaboration
- Plagiarism or misrepresentation of work
- Disruptive or inappropriate conduct during learning or assessment
- Use of forged or falsified documentation
- Fraudulent claims for reasonable adjustments or special consideration
- Misuse or falsification of certificates

Examples of centre, employee or associate malpractice

Examples include (this list is not exhaustive):

- Failure to follow CMI or Archangelica procedures
- Allowing impersonation or plagiarism
- Providing inappropriate assistance with assessed work
- Breach of confidentiality relating to learner performance or results
- Failure to report suspected malpractice
- Use or creation of falsified documentation
- Conduct that undermines the integrity of learning or assessment

Reporting suspected malpractice

Any suspected malpractice must be reported as soon as possible and no later than **two working days** from discovery.

Reports should be made to the **Programme Manager**. A written report should include:

- factual details of the incident
- names of individuals involved
- any supporting evidence available

Where appropriate, learners may be informed that their actions may constitute malpractice and that a report will be made.

Anonymous reports will be investigated where sufficient information is provided.

Administration and investigation

Archangelica will:

- acknowledge reports of suspected malpractice within **five working days**
- investigate all cases promptly and fairly

- contact relevant parties within **ten working days**
- allow individuals the opportunity to provide a written response (normally within **15 working days**)

The investigation will aim to establish the full facts and mitigate any adverse impact on learners or assessment integrity.

Clarification on roles and impartiality

Where the Programme Manager role is held by the CEO, an **Administrator** will support the process by managing records and correspondence. Where appropriate, an **independent associate** will be consulted to support fairness and objectivity.

Sanctions

If malpractice or maladministration is confirmed, sanctions may be applied proportionate to the seriousness of the case.

Possible sanctions for learners may include:

- written warning
- removal from the programme
- notification to an employer, regulator or relevant authority

Possible sanctions for employees or associates may include:

- written warning
- restrictions on future involvement in learning delivery
- notification to relevant organisations
- termination of involvement with Archangelica

Right of appeal

Individuals have the right to appeal a malpractice decision if they believe this policy or procedure has not been followed correctly. Appeals will be handled in line with the **Archangelica Learner Appeals Policy**.

Records and reporting

Records of all malpractice and maladministration cases and outcomes will be retained securely for a minimum of **five years** and made available for quality assurance and regulatory review where required.

Policy ownership and review**Policy owner:**

Fiona Daniel, CEO, Archangelica

Review cycle:

Annual, or earlier if required by regulatory or organisational change

Last review:

Jan 2026

Next review due:

Jan 2027