

Malpractice and Maladministration Policy

Purpose

The purpose of this policy is to define and communicate the approach to identifying, managing, preventing, and responding to incidents of malpractice and maladministration in the delivery and assessment of qualifications and training. It aims to:

- Protect the integrity and credibility of the qualifications we deliver.
- Ensure compliance with the requirements of awarding organisations and regulatory bodies.
- Promote a culture of honesty, fairness, and transparency in all aspects of assessment and training.
- Outline clear responsibilities and procedures for reporting, investigating, and resolving any suspected or confirmed cases.
- Safeguard the interests of learners, staff, and other stakeholders by ensuring that all concerns are addressed promptly and appropriately.

Scope

This policy applies to all staff, learners, associates, and any third parties involved in the delivery or assessment of our training programmes.

Definitions

- **Malpractice** is any deliberate activity, neglect, default, or other practice that is unethical or unlawful, resulting in a breach of regulations or conditions outlined by awarding organisations. This includes deliberate non-compliance with any Sport Structures policy, procedure and guidance
- **Maladministration** is any activity which is not deliberate but fails to comply with relevant regulations and requirements, such as conditions outlined by awarding organisations. This includes accidental non-compliance with any Sport Structures policy, procedure and guidance.

Identifying Malpractice and Maladministration

All members of the Sport Structures workforce, learners and any relevant third parties are required to report any allegation of malpractice or maladministration. Cases of

malpractice being withheld or confirmed may result in the imposition of sanctions, penalties or disciplinary procedures on personnel and on learners. Examples of malpractice or maladministration, which would require full investigation and subsequent mitigation or management, include:

- Committing plagiarism by copying and passing off the whole or part(s) of another person's work to generate assessment materials), with or without the originator's permission
- the mis-use of artificial Intelligence (AI) to generate assessment materials that the learner doesn't understand and without appropriately acknowledging the source
- Failing to comply with the assessor's/invigilator's instructions and/or awarding organisation's regulations in relation to the assessment.
- Misusing assessment material.
- Impersonating others by pretending to be someone else, in order to produce the work for another, or arranging for another to take one's place in an assessment.
- Fabricating and/or altering results and/or evidence, documents, and fraudulent claiming of certificates
- Using unauthorised material in relation to the requirements of supervised assessment.
- Misusing the access arrangements via reasonable adjustments or special considerations with the aim of influencing the outcome of assessment.
- Behaving in such a way as to undermine the integrity of the assessment.
- Failing to comply with the qualification regulation

Sport Structures is committed to maintaining a fair, transparent, and accountable approach to handling malpractice and maladministration concerns. To encourage confidence in reporting, all concerns will be treated with the highest level of confidentiality.

We take all necessary steps to ensure that:

- Individuals who raise concerns in good faith are not penalised or disadvantaged in any way.
- Individuals who come forward are supported and protected throughout the process.

- Those accused of malpractice or maladministration are treated fairly and are protected against unfounded, malicious, or vexatious claims.

Anonymous reports will be considered only if they provide sufficient detail and credible evidence to justify an investigation. While anonymity can limit the ability to fully investigate a concern, we will act where possible if the nature of the allegation is serious and verifiable.

All reported concerns, along with any supporting evidence, must be submitted to the Malpractice and Maladministration Officer. Each report will be formally logged and, where appropriate, referred to the awarding organisation in accordance with their requirements and procedures.

Malpractice and maladministration officer

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Investigation and response

All allegations of malpractice or maladministration will be acknowledged within five working days of receipt. Sport Structures will notify the relevant awarding organisation in line with their reporting requirements.

Upon receipt of the allegation, Sport Structures will:

- **Review and evaluate the submitted evidence** to determine whether it is complete, credible, and consistent. Where sufficient evidence is provided, appropriate actions will be identified.
- **Initiate an internal investigation** where the evidence is incomplete or requires further validation. This may involve gathering additional information, interviewing relevant individuals, and reviewing documentation.

Once all reasonable steps have been taken to collect and authenticate the evidence, this evidence will be presented to the Sport Structures Board to make a decision. The board will agree the actions to be taken. All findings, supporting evidence, and proposed actions will be submitted by the **Head of Centre** to the awarding organisation for review. The awarding organisation will confirm the outcome and communicate any final decisions or sanctions to all relevant stakeholders.