

## Malpractice and Maladministration Policy

### Introduction

Sport Structures is committed to pursuing the highest standards of probity and the elimination of malpractice and maladministration in the management of our organisation and in the delivery of qualifications. Sport Structures aims to promote accountability and a climate of openness, to encourage the disclosure of allegations of malpractice and maladministration.

We operate in accordance with all relevant legislation, awarding organisational conditions and Sport Structures policies and procedures. In doing so, we aim to prevent, mitigate, or effectively manage the occurrence of any alleged malpractice or maladministration.

### 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.

Both malpractice and maladministration may compromise the integrity of:

- The status and financial stability of Sport Structures
- The reputation of Sport Structures and our stakeholders
- The reputation of qualifications and related assessments we are approved to deliver

### 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, with or without the originator's permission 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 the assessment.
- Behaving in such a way as to undermine the integrity of the assessment.
- Failing to comply with the qualification regulations.

## Reporting

To ensure confidence in disclosing any concerns, all reports of malpractice or maladministration will be treated with the utmost confidentiality. Sport Structures takes appropriate steps to ensure that individuals reporting allegations are not penalised, are protected and that individuals accused are also protected against false, malicious, or anonymous accusations.

Anonymous allegations will only be considered if they are of a serious nature and the evidence is sufficient to warrant an investigation and for appropriate action to be taken. All allegations will be recorded and submitted to the awarding organisation for investigation.

Any allegations of malpractice or maladministration, plus any relevant evidence should be submitted directly to the Malpractice and Maladministration Officer.

Malpractice and Maladministration Officer:
<p>Kath Percival</p> <p>Mobile: 07917 388 174</p> <p>Email: <a href="mailto:Katherine.percival@sportstructures.com">Katherine.percival@sportstructures.com</a></p>

## Procedure

Receipt of the allegation will be acknowledged within five working days and the relevant awarding organisation will be informed. Sport Structures will then:

- Evaluate the evidence and identify actions (where the attached evidence is fully sufficient and consistent).
- Evaluate the evidence and conduct an investigation (where additional evidence needs to be collected and/or validated).

Once all reasonable steps have been taken to collect and authenticate the evidence, actions will be identified. All actions will then be forwarded to the awarding organisation by the Sport Structures Head of Centre. The awarding organisation will validate and confirm all outcomes to all relevant stakeholders.

- *1<sup>st</sup>4sport Qualification, Coachwise Limited, Chelsea Close, Off Amberley Road, Armley, Leeds. LS12 4HP. Contact number: 0113 290 7610.*
- *City & Guilds, 1 Giltspur Street, London, UK, EC1A 9DD. Contact number: +44 (0) 207 2942468.*
- *British Computer Society (BCS), 3 Newbridge Square, Swindon, SN1 1BY. Contact number: 01793 417417.*

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- *Active IQ, Dryden House, St John's Street, Huntington, PE29 3NU. Contact number: 01480 467950.*
  - *Chartered Management Institute (CMI), Management House, Cottingham Road, Corby, NN17 1TT. Contact number: 01536 207360.*
  - *Highfield Qualifications, Highfield House, Heavens Walk, Doncaster, DN4 5HZ. Contact number: 01302 363277.*