

BCS Malpractice & Maladministration Policy

This policy relates to the delivery of the BCS ECDL qualification at ***Kelmscott School***. This policy is published on the school website so that it may be accessed by students.

Malpractice and maladministration is defined as:

Definition of Malpractice

Malpractice is essentially any activity or practice which deliberately contravenes regulations and compromises the integrity of the internal or external assessment process and/or the validity of certificates. It covers any deliberate actions, neglect, default or other practice that compromises, or could compromise:

- the assessment process
- the integrity of a regulated qualification
- the validity of a result or certificate
- the reputation and credibility of BCS
- the qualification or the wider qualifications community.

Malpractice may include a range of issues from the failure to maintain appropriate records or systems to the deliberate falsification of records in order to claim certificates.

For the purpose of this policy this term also covers misconduct and forms of unnecessary discrimination or bias towards certain or groups of learners.

Definition of Maladministration

Maladministration is essentially any activity or practice which results in non-compliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration (e.g. within a centre, inappropriate learner records)

Process for reporting an event of malpractice or maladministration

In case of any infringement of the regulations the assessment must be terminated and invalidated.

Anybody who identifies or is made aware of suspected or actual cases of malpractice or maladministration at any time must contact the Centre Manager who **must immediately notify BCS**.

Where possible, investigations will be carried out within 5 working days of the incident as described in the *Malpractice & Maladministration Procedures* document. ***Kelmscott School*** intends to co-operate fully with BCS or regulator investigation, supplying timely, accurate and full information.

It is important to note that in all instances the centre must immediately notify BCS if malpractice is suspected or maladministration has occurred as BCS have a responsibility to the regulatory authorities to ensure that all investigations are carried out rigorously and effectively.