



Malpractice Policy

Academy of Rock

Malpractice Policy

Introduction

This policy is aimed at centres, examiners and candidates who are involved in the assessment of all AOR programmes. The purpose of this policy is to set out the procedures that candidates, examiners, assessors and/or centres should follow if they wish to contact us about any potential instances of malpractice. The policy also gives details of the service provided by AOR in these cases. This policy is available on our website at [????????](#)

This policy will be subject to review and monitoring by AOR and if necessary will be amended and updated following feedback from candidates and centres. All future versions to this policy will be flagged and will be posted on our website. Please note that we treat all correspondence with individuals who make complaints or inform us of suspected malpractice in confidence and will not make details available to any other parties.

Issue and review

The date of issue of this policy is [????](#) 2019. This policy will be reviewed annually.

What is malpractice?

Malpractice is defined as any activity or practice, which deliberately contravenes regulations and compromises the integrity of the assessment process and/or the validity of certificates. For the purpose of this policy this term also covers misconduct.

We are obliged to investigate all cases of malpractice in liaison with the parties concerned. If an investigation results in evidence of malpractice, we will need to impose the appropriate sanction and take the necessary steps to ensure that the candidates' interests are protected as far as is reasonably possible. This may include making arrangements for re-assessment or certification, as appropriate.

The categories listed below are examples of potential centre, examiner and/or candidate malpractice. Please note that this is not an exhaustive list.

- Contravention of our centre and programme approval conditions
- Failure to satisfactorily implement conditions of approval within stated timescales
- Denial of access to resources (instruments, premises, records, information, candidates and staff) by any authorised representative
- Failure to adhere to our candidate registration and certification procedures
- Failure to continually adhere to our course/centre approval criteria
- Fraudulent claim for certificates
- Intentional withholding of information from us, which is critical to maintaining the rigour of quality assurance
- Deliberate misuse of our logo
- Plagiarism of any nature by candidates.
- Collusion of examiners with candidates
- Disclosure of confidential information by centres or examiners to candidates

- Breaches of confidentiality and security of assessment materials
- Submission of false information to gain a proxy or a course
- Disruptive behaviour by candidates
- Failure to adhere to the requirements of our Reasonable Adjustments and Special Considerations Policy.

What is maladministration?

Maladministration is defined as any activity or practice, which results in non-compliance with regulations. Anybody identifying cases of maladministration should report them to the Compliance Officer at AOR. We are obliged to investigate all cases of maladministration in liaison with the parties concerned. If an investigation results in evidence of maladministration, we will need to impose the appropriate sanction and take the necessary steps to ensure that the candidates' interests are protected as far as is reasonably possible. This may include making arrangements for re-assessment or certification, as appropriate.

How to notify us of suspected or actual cases of malpractice

Anybody who identifies or is made aware of suspected or actual cases of malpractice at any time must immediately report their findings to the Compliance Officer at: **???????????**