



## 1. INTRODUCTION

**This policy summaries the management of assessment malpractice within the NVQ delivery.**

- Malpractice involves those acts which undermine the integrity and validity of assessment, the certification of qualifications and/ or damage the authority of those conducting the assessment and certification.
- LD Training Services centre does not tolerate actions or attempted actions of malpractice by learner or assessors. The Centre must be vigilant regarding assessment malpractice and deal with this in an open and fair manner.
- LD Training Centre Managers will supervise investigations resulting from allegation of malpractice and will inform learners and centre staff suspected of malpractice of their rights and responsibilities. The Awarding Body reserve the right to withhold the issuing of certificates while an investigation into malpractice is in progress.



## 2. LEARNER MALPRACTICE

**This may include:**

- Copying others work
- Pretending to be someone else
- Fabrication of evidence
- Altering certificates



### 3. CENTRE STAFF MALPRACTICE

#### This may include:

- Production of falsified witness statements
- Misusing conditions for special learner requirements
- Failing to keep learner computer files / portfolios secure
- Fraudulent certificate claims
- Falsifying records



### 4. MALPRACTICE DISCOVERED BY LD TRAINING CENTRE

Episodes of malpractice will not be tolerated by the LD Training Centre, and will be reported to the Awarding Body. LD Training Centre will inform any individual whom they feel has been involved in malpractice in writing; making the individual aware of the possible consequences should malpractice be proven.

The individual will be given the opportunity to respond, preferably in writing, to the allegations made. LD Training Centre will also inform the individual of the appeal procedure should judgment be made against them.

Individuals who are deemed to have undertaken malpractice will fall under disciplinary procedure and disciplinary proceedings will be initiated.

Depending on the outcome of investigations by the awarding body, certificates may be recalled and declared invalid.