

## Malpractice and Maladministration Policy

### Introduction

This policy is aimed for our customers, learners who are delivering courses through **WHARTON SUSTAINABLE SOLUTIONS** within India or any other territory. It is also for the use of our staffs dealing with malpractice administration.

### Malpractice and Maladministration:

The below belongs to the malpractice and maladministration categories:

- Denial of access to premises, records, information, learners and staff to any authorised AoFAQ representative and/or the regulatory authorities.
- Failure to carry out internal assessment, internal quality assurance in accordance with our requirements.
- Deliberate failure to adhere to awarding organisation learner registration and certification procedures.
- Deliberate or persistent failure to continually adhere to awarding organisation centre recognition and/or qualification approval criteria or actions assigned.
- Deliberate failure to maintain appropriate auditable records, e.g. certification claims and/or forgery of evidence.
- Persistent instances of maladministration within the centre.
- Fraudulent claim for certificates.
- The unauthorised use of inappropriate materials / equipment in assessment settings (e.g. mobile phones).
- Intentional withholding of information from us which is critical to maintaining the rigour of quality assurance and standards of qualifications.
- Collusion or permitting collusion in exams/assessments.
- Learners still working towards qualification after certification claims have been made.
- Contravention by centres and learners of the assessment arrangements specified for the qualifications.
- A loss, theft of, or a breach of confidentiality in, any assessment materials.
- Plagiarism by learners/staff.
- Copying from another candidate (including using ICT to do so).
- Unauthorised amendment, copying or distributing of exam/assessment papers/materials.
- Inappropriate assistance to learners by centre staff (e.g. unfairly helping them to pass a unit or qualification).
- Submission of false information to gain a qualification or unit.
- Deliberate failure to adhere to, or to circumnavigate, the requirements of Reasonable Adjustments and Special Considerations Policy.

### **Process for Making an Allegation of Malpractice or Maladministration**

Anybody who identifies or is made aware of suspected or actual cases of malpractice or maladministration at any time **must immediately notify the awarding organisation**. In doing so they should put the details in writing/email and enclose appropriate supporting evidence.

**Wharton Sustainable Solutions** must notify any suspects of malpractice to the awarding bodies and ensure that they cooperate during the investigation procedure.



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