

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.

Date: **05/05/2022**



Shadab Ahmed Ghazaly
CEO/Managing Director