



GRIFFIN COLLEGE LONDON
(INTERNATIONAL EXAMINATION BOARD)

Policy and Procedures for Malpractice

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The GRIFFIN COLLEGE LONDON, will act in accordance with the published documentation from them and will take all reasonable steps to prevent the occurrence of any malpractice, or maladministration, in the development, delivery and award of its qualifications.

Malpractice is deemed to be those actions and practices which threaten the integrity of the examinations and certification. It should be noted that this includes any GRIFFIN COLLEGE LONDON written examination or assessment, as well as performance examinations. The following are examples of malpractice and other instances of malpractice may be considered at the GRIFFIN COLLEGE LONDON's discretion.

- Creating report sheets or certificates by copying the GRIFFIN COLLEGE LONDON logos, paperwork, and/or signatures of responsible officers.
- The alteration of any results document, including certificates
- Failing to abide by the instructions or advice of an invigilator, supervisor, or the Griffin college london, in relation to the examination rules and regulations.
- Impersonation - pretending to be someone else, arranging for another to take the place in the examinations.
- Obtaining, receiving, exchanging or passing on information which could be examination related, by means of talking, written papers or notes, during the course of the examination.
- Copying from another candidate (including the use of ICT to do so).

- Plagiarism - the failure to acknowledge sources properly and/or the submission of another person's work as if it was the candidate's own.
- The deliberate falsification of any candidate's personal or examination information.
- Obtaining or giving unauthorised access to examination material prior to an examination.
- Failing to keep examination papers secure prior to the examination.
- Assisting candidates in the production of written assessments, beyond that permitted.

Allegations of malpractice may be reported to the GRIFFIN COLLEGE LONDON by examiners, assessors, tutors, invigilators, candidates and their parents. The GRIFFIN COLLEGE LONDON is aware that the reporting of malpractice can potentially cause a difficult situation, and will therefore endeavour to protect the identity of the informant. All allegations must be detailed in writing. The GRIFFIN COLLEGE LONDON routinely records and evaluates the detailed results of all written work and examinations to monitor any irregularities and may investigate these to establish if there is any malpractice.

Maladministration is any activity, neglect, default or other practice that results in the centre or candidate not complying with the specified requirements for delivery of the qualifications and includes failing to follow GRIFFIN COLLEGE LONDON instructions on storage of materials and in verifying the learners work, such that the validity of the work can be questioned.

The following is therefore the GRIFFIN COLLEGE LONDON's procedure for malpractice and maladministration.

1. The GRIFFIN COLLEGE LONDON will undertake an initial evaluation including risk assessment, to establish the scope of the matter. If the malpractice has caused or is likely to cause an adverse effect which may affect the integrity of the qualifications, the GRIFFIN COLLEGE LONDON will inform the Awarding Body

and commence a full investigation and provide the name and address of the Centre/teacher, the allegations, and qualifications concerned to the Awarding Bodies.

2. The Awarding Body may manage a coordinated approach. In these specific circumstances, the GRIFFIN COLLEGE LONDON undertakes that it will act under their instruction and work in accordance with the Regulatory Authorities' immediate requests and timescales for investigation and conclusion, which may be beyond those given below.
3. Where the allegation of malpractice concerns evidence of fraudulent certificates or report sheets which have been received and inspected by the GRIFFIN COLLEGE LONDON, and which may therefore be the subject of a criminal investigation, the GRIFFIN COLLEGE LONDON reserves the right to refer the matter directly to an appropriate external body, without contact with the teacher first, normally to a Trading Standards Office, to investigate the matter, advise and take appropriate action.
4. On receiving an allegation or finding evidence of malpractice, the Head of Customer Services and Quality Assurance will in the first instance report the matter to the Chief Executive, who will either delegate responsibility for deciding on a straightforward case, or will require it to be referred immediately to the GRIFFIN COLLEGE LONDON disciplinary panel. The panel consists of the Chairperson of the relevant Faculty Board, the Chief Executive, the Head of Customer Services and Quality Assurance, and other members as appropriate to the case. No member of the panel may have a personal interest in the outcome of the investigation. The Head of Customer Services and Quality Assurance can at any time refer to the panel for guidance.
5. The GRIFFIN COLLEGE LONDON will deal directly with the Head of the school or principal of the Approved Centre, and it is

the responsibility of them, or a person independent of the allegation, to conduct the investigation, and submit a written report to the Customer Services and Quality Assurance Department. In cases where an allegation is made against a member of the GRIFFIN COLLEGE LONDON working on their own, the response will be required from the member concerned.

Depending on the severity of the alleged malpractice and the parties involved, the GRIFFIN COLLEGE LONDON reserves the right to carry out the investigation directly in order to ensure the accuracy of the evidence as far as possible.

The report should include a detailed account of the relevant circumstances and details of any investigations carried out; written statements from all parties concerned; any relevant materials and any mitigating factors. It is required within 10 working days of the request from the GRIFFIN COLLEGE LONDON.

Candidates and staff involved in any potential malpractice must be given the opportunity to respond in writing to the allegations, which may be included with the report, or may be supplied separately to the GRIFFIN COLLEGE LONDON. They must have access to all the evidence against them in order to provide full responses, and should be entitled to have a suitable witness present at an appropriate stage of the investigation.

6. If the malpractice affects the issuing of results or certificates, or the undertaking of any examinations or assessments, the GRIFFIN COLLEGE LONDON reserves the right to refuse entry of candidates for examinations and withhold the issue of results while investigations are ongoing, and depending on the outcome, results may be released or permanently withheld.
7. If responsibility has not been delegated, the reports will be submitted within a further 7 working days to the GRIFFIN COLLEGE LONDON disciplinary panel.

The panel will consider if correct procedures have been followed in the investigation, and if the person involved in the alleged offence has been given the opportunity to make a personal statement. The panel will determine if the regulations have been broken; the appropriate measures to protect the integrity of the examination; and the nature of the penalty. In cases where the allegation is upheld, the panel will determine any appropriate action and recommend any changes to member's status to the next meeting of the GRIFFIN COLLEGE LONDON .

8. Where an investigation establishes malpractice by an GRIFFIN COLLEGE LONDON member employed within a school or Approved Centre, any subsequent disciplinary action may also be the responsibility of the employer. However, the GRIFFIN COLLEGE LONDON will take action to protect the integrity of the examinations and additionally has the right to impose special conditions on the member's or Centre's future involvement in its examinations.
9. The following sanctions or penalties may be applied flexibly according to the particular circumstances of each case:
 - The candidate and/or GRIFFIN COLLEGE LONDON member is issued with a written warning.
 - The candidate's result from the Unit is voided in the case of the regulated teaching qualifications; or the whole qualification is voided; and/or they are barred from taking any further examinations.
 - The GRIFFIN COLLEGE LONDON member or school may no longer have any involvement with the administration or practice of any GRIFFIN COLLEGE LONDON examination, and/or be barred from entering further candidates.

The decision of the GRIFFIN COLLEGE LONDON disciplinary panel and any related sanctions will be conveyed to the member,

head of school or principal of the Approved Centre within 7 working days of the decision. Changes to membership status will be conveyed to the member within 7 working days of the Council meeting. The GRIFFIN COLLEGE LONDON disciplinary panel may give feedback and guidance on how to prevent and deal with malpractice within the centre.

10. An appeal against the decision of the disciplinary panel may be made in writing within a further 7 working days, to the Chief Executive. This will be considered by Council, and their decision given within 7 working days of that meeting.

The Head of Customer Services and Quality Assurance will report the outcomes of all cases already notified, to the Awarding Body, and details of all cases will be held on file for inspection. Information will be shared with other awarding bodies or other agencies as necessary.

In cases where as a result of an investigation, a previously issued certificate is deemed invalid, that certificate must be returned to the GRIFFIN COLLEGE LONDON. The examination result will be declared void, thus ensuring that no duplicate can be issued, and the Awarding Body will be informed.

This policy has been agreed by the GRIFFIN COLLEGE LONDON Executive Management, is reviewed on a regular basis, and any amendments other than to contact details, have been confirmed by them.