

Malpractice Policy

MALPRACTICE POLICY

The Malpractice Policy provides The FITS Foundation and its approved Course Organisers, Assessors and IV/EV's with the procedures for dealing with malpractice on the part of candidates, members and any others involved in providing accredited qualifications.

What is Malpractice?

For the purposes of this policy, malpractice is defined as the deliberate falsification of records and/or using unfair means during examinations in order to obtain a qualification or certificate. Examples include:

- Claiming certification for non-active candidates.
- Claiming for a certificate for candidates who have not undergone appropriate assessment.
- Claiming for incorrect units or qualifications.
- Claiming for fictitious candidates.
- Fraudulent candidates.
- Using any books, notes or other material for theory examinations.
- Communicating with other candidates or outside sources during theory examinations.

It is distinguished from mal-administration, which is the accidental claiming or issuing of certificates. The former is a deliberate act to deceive, the latter incompetence or a simple mistake.

Reporting Malpractice

1. Approved Course Organisers, Assessors and IV & EVs have a responsibility to report any alleged or suspected malpractice immediately to the awarding body or as soon as reasonably possible if out of office hours. The Quality Nominee will then investigate the alleged irregularities and in all cases, notify the regulatory authorities, once malpractice has been proven. The Quality Nominee will also indicate the proposed action and an estimated timescale for the investigation to the regulatory authorities.

Failure to cooperate may lead to certificates not being issued and future registrations not being accepted.

Any report of malpractice will be sent to the Manager who will deal with the matter. The Centre have the power to reassess candidates and suspend members where malpractice is proven; the Command board of the association have the power to disqualify candidates, expel members and take legal action where gross malpractice is proven. The centre will inform the regulatory authorities of the outcomes of procedures and will cooperate with any follow-up investigations required by the

Regulatory authorities and agree on appropriate remedial action if there is evidence that certificates may be invalid.

Please complete all sections that are relevant

Examination Procedures

Were the candidates made aware of the assessment regulations?	YES		NO	
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Was the 'Examination in Progress' sign displayed?	YES		NO	
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Were the 'Invigilators Instructions' read/explained to the candidates?	YES		NO	
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Were candidates informed of examination regulations at the start of the examination?	YES		NO	
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Portfolio Completion

Had the candidate(s) signed the confirmation of completion of worksheets?	YES		NO	
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Had the candidate(s) signed the Completion Declaration page?	YES		NO	
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Had the Tutor signed the Completion Declaration page?	YES		NO	
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Had the Examiner signed the Completion Declaration page?	YES		NO	
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If the malpractice is plagiarism please give full details and include copies if possible:

Candidate Behaviour

If the malpractice involved disruptive behaviour, did this disturb other candidates?	YES		NO	
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Does the malpractice involve the use of unauthorised material?	YES		NO	
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Supporting Evidence Submitted

Statement from Course Organiser		Statement from Course Tutor	
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Statement from Invigilator		Statement from Examiner(s)	
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Statement from Candidate(s)		Candidate(s) Portfolio(s)	
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Unauthorised material removed		Source Copies of plagiarised material	
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Assessment records		Other (please give details)	
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If statement(s) from those accused of malpractice are not enclosed, please tick the box to indicate that the opportunity to make a statement was given, but was declined.	
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Declaration

The information supplied above is in support of the suspected malpractice that has been indicated on this form:

Name: _____ Position: _____

Signature: _____ Date: _____