

Malpractice Policy

Aims of the Policy

The aims of this policy are:

- To ensure that candidates understand the definition of malpractice, and the procedure for dealing with allegations of malpractice.
- To ensure that SignUp BSL staff, both employed and freelance, understand the definition of malpractice, and the procedure for dealing with allegations of malpractice.

SignUp BSL treats malpractice extremely seriously and will take action in any case where malpractice is confirmed.

Definition and Scope

Malpractice, which includes maladministration and non-compliance, means any act, default or practice which is a breach of regulations set by an awarding body or other regulator, or which:

- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity and security of any assessment materials, the validity of results or certificates; and/or
- Damages the authority, reputation of the awarding body or centre or any officer, employee or agent of the awarding body or centre.

SignUp BSL is required, as an approved centre, to notify Signature of any cases of suspected malpractice. Failure to notify Signature of such cases constitutes malpractice. SignUp BSL will co-operate with Signature, or other relevant regulator, in all cases of suspected malpractice.

All SignUp BSL staff, both employed and freelance, are required to notify the Business Manager of any allegations of malpractice. Failure to notify the Business Manager of such allegations constitutes malpractice. In the event that the allegation involves the Business Manager, the Lead Tutor should be notified.

Investigation of Allegations of Malpractice

SignUp BSL will investigate instances of alleged malpractice in the following manner:

- Inform Signature, or other relevant regulator, of the suspected malpractice
- Collect evidence from the person(s) alleging malpractice
- Collect any counter-evidence to the allegation
- Conduct an internal investigation, examining all the evidence, and inform Signature, or other relevant regulator, of the outcome
- Co-operate with Signature, or other relevant regulator, as part of their own investigations

The outcome of implementing this malpractice policy may result in:

- Malpractice not found
- Removal of candidates from courses, without refund of course fees

- Not submitting candidates for assessments, without refund of assessment fees
- Sanctions against individual members of centre staff
- Termination of contracts with freelance tutors or other contractors
- Information passed on to other awarding bodies or regulators where appropriate
- Another appropriate outcome

Appeals

The appellant must have viable grounds for appeal, such as:

- SignUp BSL has not followed published policies or procedures
- New evidence has come to light which could change the decision
- Reasonable belief that action taken is not proportionate to the candidate's actions
- Reasonable belief that the action taken is in breach of Signature's Terms and Conditions of Centre Approval

Signature's Terms and Conditions of Centre Approval are available here:

http://www.signature.org.uk/docs/terms_and_conditions/Centre_Approval.pdf

Appeals must be made in writing or by video letter within two weeks of SignUp BSL informing the candidate of the outcome of the investigation. Appeals should be sent by email to info@signupbsl.co.uk, or by post to:

SignUp BSL
14 Oakfield Street
Exeter
EX1 2QT

Appeals will be considered by the Business Manager, or by the Lead Tutor where the original decision was made by the Business Manager.

Where this is not possible due to the involvement of the Business Manager and/or Lead Tutor in the malpractice investigation, the appellant will be referred to Signature or other relevant regulator.

Policy Version Control

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