



IIMTS
Awarding Body

IIMT STUDIES LTD **CENTRE POLICY**

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Malpractice and Maladministration Policy

Policy Compliance:

This policy complies with
Ofqual, Handbook- General Conditions of Recognition

A8 Malpractice and Maladministration B6 Cooperation with Ofqual
C2 Arrangement with Centres I1 Appeals Process



Awarding Quality Qualifications through Global Recognition

Document Code No. IIMTS_AO_OGCR_MPMA_01_2020

Title of the Policy: Malpractice and Maladministration Policy	Authorised by Responsible Officer	Created: Version 1 1 November 2023
Conditions of Recognition: General Conditions of Recognition		Current version: 3 Next Review Date: 1 April 2026

Important contact-

Any query or concern related to this policy may be directly addressed to the Responsible Officer-

[IIMT Studies Ltd] Company number 11649333

Registered office address
[Havelock Hub
14 Havelock Place Harrow
London HA1 1LJ
Ph- +44-7466650066
Email- info@iimtsab.co.uk
Website www.iimtsab.co.uk]

Awarding body:

IIMT Studies Ltd- www.iimtsab.co.uk

Acronym used to represent IIMT Studies Ltd (IIMT Studies):

IIMTS AB

Regulating Body:

OFQUAL

Ofqual.gov.uk

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1	Policy Code
2	Policy Statement
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4	Scope of Policy
5	Definitions
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(A) Policy Code: IIMTS_AO_OGCR_MPMA_01_2020

(B) Policy Statement:

IIMT Studies is committed to ensuring the integrity of its assessment processes and maintaining compliance with regulatory standards at all times. Here we explain the example of malpractices and how IIMT Studies and its recognised centres will deal with it.

(C) Objectives of Policy:

This policy explains:

1. Where and how to report any identified malpractice
2. What is malpractice, and its examples
3. The investigation process of malpractice
4. Responsibilities of IIMT Studies and its centres in compliance with this policy
5. Process flowchart of malpractice and Maladministration after it is identified

(D) Scope of Policy:

The policy document explains the comprehensive framework established by IIMT Studies to address and manage instances of malpractice and Maladministration within the organisation and its centres. The document explains the process from finding to implementing the action points within the Centre.

This policy can also be read alongside the Whistleblowing Policy.

(E) Definitions of Malpractice and Maladministration:

Malpractice:

Malpractice is essentially any activity or practice which deliberately contravenes regulations and compromises the integrity of the internal or external assessment process and/or the validity of certificates.

Malpractice refers to any deliberate action, neglect, default, or other behaviour that undermines the integrity of the assessment process and/or the validity of certificates. This may involve criminal activities such as bribery or the falsification of assessment records (fraud). Examples of malpractice include the failure to maintain the security of an assessment, such as disclosing exam questions or marking schemes, aiding learners in producing projects or assignments that are not their own work, and altering examination papers.

Questions or assignment tasks, thereby compromising the integrity of the assessment. Malpractice can also extend to using AI models, like ChatGPT, to generate or complete assignments on behalf of learners, violating academic integrity and jeopardising the authenticity and credibility of the assessment process.

Maladministration:

Maladministration is essentially any activity or practice that results in noncompliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration within a Centre (e.g. inappropriate learner records).

The term "maladministration" pertains to any action, neglect, default, or other conduct that leads to the IIMT Studies Centre or learner deviating from the specified requirements for delivering qualifications, as outlined in the relevant policies and applicable procedures.

Areas of Malpractice:

Malpractice can be seen in Centre staff, known as Centre Staff Malpractice or learners as learner Malpractice. In compliance with this policy, any academic misconduct, major or minor, cannot be tolerated or ignored.

A few critical areas where malpractices and/or Maladministration can be identified. Malpractice in:

- the assessment procedures and compliance with quality standards
- maintaining the integrity of regulated qualifications
- the validation of results declared for regulated qualifications and their certificates
- learners' registration and identification
- the integrity of the awarding organisation's (IIMT) staff and/or the Centre's staff, whether employees, third parties or freelancers
- the record maintenance as per the Data Record Policy
- failure to comply with Equality laws and/or policies of reasonable adjustments and special consideration.
- Any other noncompliance with academic standards defined by IIMT Studies or conditions of recognition

Examples of malpractice and Maladministration:

- Hiding records from the IIMT Studies' authorised representative and/or the regulatory authority
- Failure to ensure the compliance of policies and agreements agreed by the Centre
- Direct/indirect unauthorised support to any centre(s) by IIMT Studies staff
- Direct/indirect unauthorised support to any learner by Centre staff
- Noncompliance of any policy by the staff of IIMT Studies or its authorised centres
- Any frequent noncompliance
- Lack of commitment on behalf of IIMT Studies Ltd, either by staff, centres or centre staff
- Use of unauthorised material or access
- IT and/or AI malpractice, such as taking support from AI, such as ChatGPT or any other tool, in completing full assignments

- Plagiarism by learner/Centre staff
- Lost/theft/breach of confidential material/assessment material
- Giving access to restricted material or data to any unauthorised person/staff
- Losing focus on policies/compliance
- Direct/indirect help to learners during assessments by any authorised/unauthorised person/staff for the attainment of marks
- Unreasonable delay in responding to requests and/or communications within the organisation and/or outside the organisation.
- Inappropriate claims for certificates
- Noncompliance with the centre agreement and/or policies
- Non-payment/delay in payment of the invoice
- Any COL, which isn't declared knowingly/unknowingly

Positive steps taken by centres to avoid/minimise issues of malpractice and Maladministration:

As further discussed in the Centre Arrangement Document, Centres may take certain steps to ensure they avoid issues of malpractice or Maladministration:

1. Ensure strict compliance with all policies, equality law and reasonable adjustment and special consideration policy
2. Maintain all records as defined in policies
3. Ensure to follow all criteria of qualifications defined by AB
4. Prepare for assessments in advance, and make all arrangements as defined in policies.
5. Declare conflict of interest (COI) wherever identified and keep a record of it
6. Share all required information with AB related to the delivery and assessments of qualifications of IIMT Studies, and in support of any claims made by the Centre
7. Respond/communicate with Centres and AB as per the directives in policies and procedures within specified timeframes

Reporting Malpractice and Maladministration:

Any identification of malpractice or Maladministration can be reported to the process owner at info@iimtsab.co.uk, which will be resolved as per the matrix provided and the timeline specified. The issues can be reported by post:

IIMT Studies Ltd
 Havelock Hub
 14 Havelock Place
 Harrow
 London
 HA1 1LJ

Additionally, malpractice can be reported using the Whistleblowing Policy by an individual/group of individuals at the above addresses.

(F) Policy Framework:

Responsibilities of Centres:

- Centres and their staff members are obligated to promptly report any suspected instances of malpractice or Maladministration to IIMT Studies. For instance, if a Centre becomes aware of a breach of assessment security, any academic irregularities, unauthorised access to exam materials or any noncompliance with quality standards defined by IIMT Studies, it should immediately notify IIMT Studies.
- All centres/staff are obligated to ensure to report to IIMT Studies and blow the whistle if any malpractice is identified within the Centre that compromises the integrity of IIMT Studies qualification(s).
- Centres and their staff must provide any additional information requested by IIMT Studies during investigations. This may include supplying documentation related to assessment procedures or incidents and ensuring transparency in the investigative process.
- Non-cooperation by a Centre in a malpractice investigation may result in penalties, as per the IIMT Studies' Centre Sanctions Policy. If a Centre fails to cooperate in addressing suspected malpractice, it could face sanctions, such as temporary suspension and/or withdrawal of accreditation.
- It is emphasised that failure to disclose malpractice or Maladministration by Centre staff is considered a form of malpractice. For example, if a staff member becomes aware of a colleague providing unfair assistance to learners during assessments, the Centre does not follow the policies and processes of IIMT Studies or any such academic breach, but chooses not to report it, they are complicit in malpractice.
- Learners enrolled in IIMT Studies qualifications are strongly urged to confidentially report any suspected instances of malpractice or Maladministration to IIMT Studies. This could include instances where learners observe unauthorised collaboration during exams or notice irregularities in the qualification delivery and assessment process, ensuring the integrity of the qualifications.

Responsibilities of IIMT Studies:

- IIMT Studies will take charge of all investigations into suspected or alleged malpractice, ensuring a thorough and impartial inquiry.
- Results may be withheld until the conclusion of the investigation to prevent potential compromises to the assessment process.
- IIMT Studies will provide guidance/action plans to Centres on preventing and investigating malpractice and Maladministration through its comprehensive Centre Training Programmes.
- Necessary actions will be taken by IIMT Studies to preserve the integrity of assessments, ensuring the continued validity of qualifications. It may also include sanctions imposed on the Centre depending on the severity of the malpractice identified.
- Instances of malpractice will be promptly reported to regulators and other awarding organisations, aligning with the General Conditions of Recognition.
- If there is evidence suggesting that certificates may have been compromised due to malpractice, IIMT Studies will report the matter to regulatory authorities and fully cooperate in any follow-up actions. In cases where malpractice may involve criminal acts, IIMT Studies will report the matter to the police/local government authorities if there is a reasonable probability.

Documentation and Record:

IIMT Studies and its recognised Centre ensure that:

- All communications are done in writing.
- Every decision-step, discussion or investigation is recorded in the form of the proper document, either in hard copy or e-record.
- The record of every step, decision, and action during the entire process must be appropriately filed in respective files and may be produced as and when required by any authority.
- The documents under this process, including appeals, timeframes and decisions, will be maintained for a minimum period of six years after closing the instance reported.

Implementing Malpractice and Maladministration Findings

Of course, the findings of the investigations and reports into malpractice and Maladministration must be implemented as regards any alleged specific issue.

Appeals:

The Complaint and Appeals Policy document explains how appeals can be made against the IIMT Studies decision.

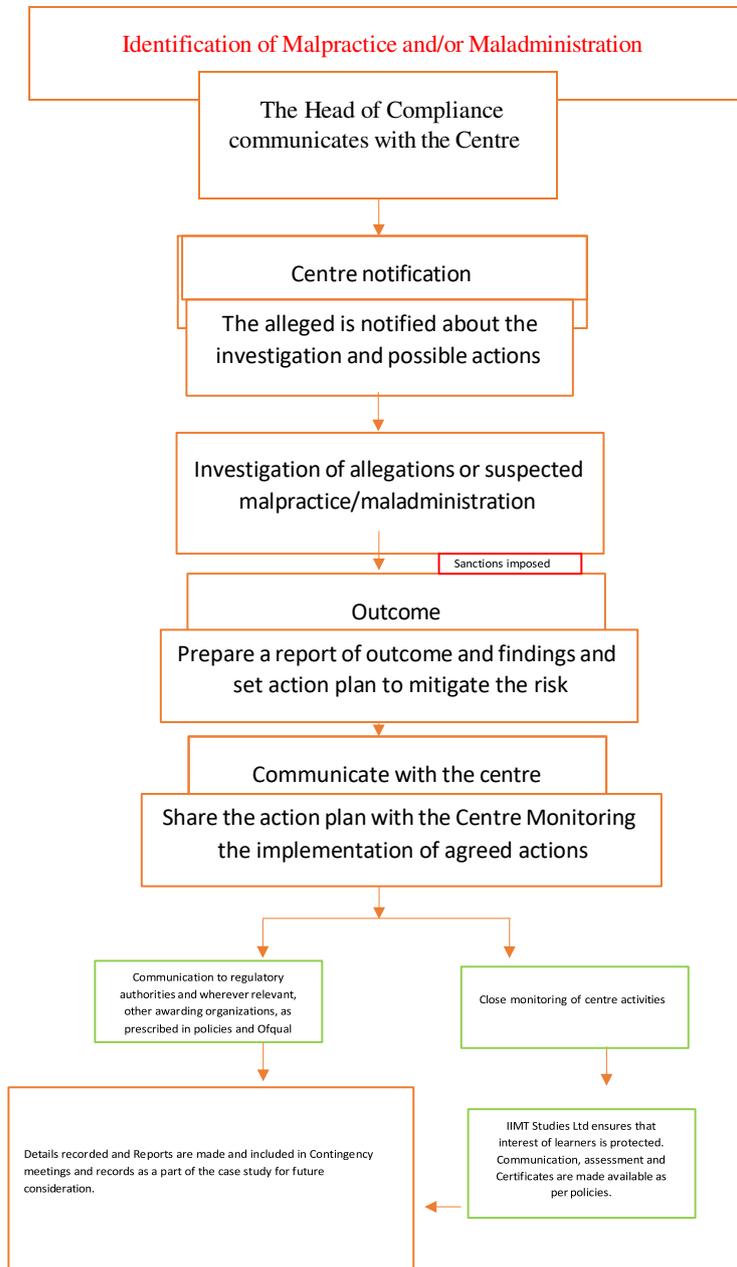
Alerting Other Awarding Organisations:

IIMT Studies will, in compliance with the conditions of recognition, communicate instances of malpractice/maladministration to other Awarding Organisations if these occurrences are likely to impact the operations of those organisations. When addressing cases of malpractice/maladministration, IIMT Studies must conscientiously consider this obligation and promptly notify other Awarding Organisations as and when appropriate.

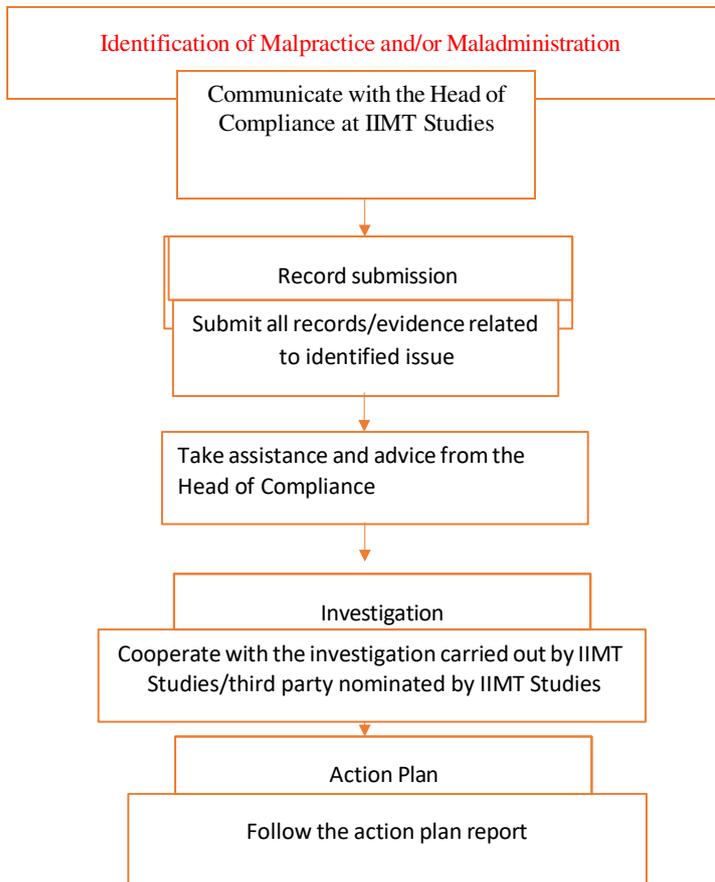
Centre Policies on Malpractice and Maladministration:

Centres are obligated to formulate their internal policies for identifying malpractice and Maladministration, including the investigation process of such instances. These policies should be accompanied by documented procedures for the internal reporting and investigation of incidents. Centres must ensure the availability of these documents during the IIMT Studies' Annual Compliance Monitoring process. Centres, at all times, must ensure to report to IIMT Studies and keep the records of such evidence for not less than 6 years from the date of its identification.

**Malpractice and Maladministration Identified by IIMT Studies:
flow diagram**



Malpractice and Maladministration identified by the centre/learner flow diagram





IIMTS
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