

CWLC

Assessment Malpractice Policy
1st January 2019 to 31st December 2019

Introduction

CWLC Ltd consists of the following companies.

- *Bona Fide Site Services Ltd (Trading as Vitec Site Services)*
- *Yeti Partnerships Ltd (Trading as CWLC)*

The company is a private Training Provider who deliver a range of apprenticeships, nationally accredited qualifications and a selection of short accredited courses. The company are committed to providing a curriculum to develop a learner's skills, increase their knowledge and in return become a great asset to an organisation.

The company is committed to being an Equal Opportunities Employer and Provider of Training in accordance with the Equality Act 2010 – *'legally protects people from discrimination in the workplace and in wider society. It replaces previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in certain situations.'*

Policy

CWLC will not accept assessment malpractice or maladministration from candidates, trainees or employee's and will fully support external awarding bodies' investigations into any allegation. In all instances a full and thorough internal investigation will be carried out and findings made available to all parties concerned.

Definition of Malpractice

For the purposes of this policy, malpractice is defined as the deliberate falsification of records and/or using unfair means during examinations/assessments 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 written examinations.
- Communicating with other candidates or outside sources during written 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.

Procedure

- Suspicion of malpractice should be reported to the Internal Verifier (IV).
- The IV will carry out a thorough investigation and report to the Quality Manager.
- All resulting actions will be in full compliance with awarding body guidelines and communicated in writing to all parties concerned.
- Appeals to be made in writing to the Centre Manager (Alan Keating)

*Note – Should the suspicion of Malpractice involve the named positions above the reporting process is to be advanced by one stage.

Signed: *A Keating*

Position in company: Centre Manager

Date: 1st January 2019

Due for Review: 31st December 2019