

Malpractice Procedure

Food and Farming Compliance takes seriously the issue of malpractice on the part of learners, tutors, and any other individuals involved in the provision of learning and training courses.

Examples of learner malpractice may include:

- Misuse of assessment/examination material
- Bringing unauthorised material into an assessment/examination environment
- Obtaining or passing on assessment/exam related information through talking or passing notes
- Copying from another learner
- Disruptive behaviour during the assessment/examination
- Impersonation - pretending to be someone else, or arranging for someone else to undertake the assessment/examination in your place
- Breaching security of assessment/examination materials
- Failing to follow instructions provided by an assessor/invigilator
- Changing result statements or certificates
- Undermining the integrity of the assessment/examination

Examples of tutor malpractice may include:

- Failure to keep assessment/examination materials secure
- Moving the time or date of the assessment/examination without prior agreement of those concerned
- Failure to supervise the assessment/examination properly
- Helping learners to answer questions during the examination

Procedures for Reporting and Investigating Malpractice

Allegations of malpractice should be reported to Food and Farming Compliance at the earliest possible opportunity.

If Food and Farming Compliance discovers or is made aware of alleged malpractice, it will conduct a full investigation. Where appropriate any relevant commissioning organisation will also be notified.

If an anonymous report of malpractice is made, it will only be investigated if sufficient evidence is provided, or if it is serious enough to warrant investigation on the claim alone.

Individual/s being investigated for alleged malpractice will be informed of this in writing at the earliest possible opportunity. This notification should detail the nature of the malpractice for which they are being investigated and the possible consequences they may face should they be found guilty.

If Food and Farming Compliance is accused of malpractice an independent investigator will be appointed to carry out the investigation.

Any individual accused of malpractice must be given the opportunity to respond to any allegations made against them.

It is the responsibility of Food and Farming Compliance to provide a written report. The report must contain, where appropriate:

- Details of all the facts, details of any circumstances, and details of the investigation carried out.
- Written statement(s) from the person under investigation.
- Written statement(s) from all other persons involved.
- Details of any mitigating circumstances.
- Details of the conclusions as to whether and what malpractice is deemed to have taken place.

Food and Farming Compliance will appoint an independent advisor to;

- review the report
- decide whether the correct procedures have been adhered to in conducting the investigation
- ensure that the individual accused of malpractice has had a fair chance to explain themselves
- review the conclusions of the report and agree/disagree with the findings
- discuss and agree appropriate penalties/actions

Each case will be considered on an individual basis dependant on all the information given.

Food and Farming Compliance will take action/impose penalties in order to:

- Prevent the individual/s from gaining an unfair advantage.
- Maintain the integrity of the assessment/examination and the confidence in the public of the awarding procedures.
- Deter any others from attempting to do the same in the future.

Food and Farming Compliance will decide the appropriate actions to take in relation to individuals found guilty of malpractice. The sanction/penalty imposed will reflect the severity of the malpractice. The following sanctions may be imposed on:

- An official warning
- Withdrawal of contract (in the case of associates/tutors/verifiers etc)
- Loss of part of the marks gained for the assessment/examination
- Loss of all the marks gained for the assessment/examination
- Disqualification from the whole qualification
- Disqualification from all qualifications taken in that series

If necessary, Food and Farming Compliance may also report the case to other Awarding Bodies and the police.