



Malpractice and Maladministration Policy

Introduction

Cordie Ltd is committed to high levels of quality assurance and policies that are open, transparent and free from bias. Cordie Ltd strives to prevent the occurrence of malpractice or maladministration in the development and delivery of our training and educational services and the co-ordination and administration of our study centres and exam centre, in order to safeguard the consistency and integrity of Cordie Ltd and the assessments undertaken by Awarding Bodies (such as CIPS, CILT and others).

Aim and Purpose

Cordie Ltd aims to:

- ◆ Identify and minimise the risk of malpractice or maladministration by employees, Associates, tutors, students, apprentices and /or relevant Awarding Bodies
- ◆ Respond to any incident of alleged malpractice or maladministration promptly and objectively
- ◆ Standardise and record any investigation of malpractice or maladministration to ensure openness and fairness
- ◆ Impose appropriate penalties and/or sanctions on students, apprentices, employees, tutors or Associates where incidents (or attempted incidents) of malpractice or maladministration are proven
- ◆ Protect the integrity of Cordie Ltd and relevant professional qualifications from Awarding Bodies.

Definitions

Malpractice is deemed to be those deliberate actions and practices that threaten the integrity of our services. Maladministration can be deliberate or accidental, but has the same effect.



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‘Malpractice’ by Learners

The following list is not exhaustive and other instances of malpractice may be considered by Cordie Ltd at its discretion.

- Plagiarism of any nature
- Collusion by working collaboratively with other students/apprentices to produce work that is submitted as an individual learner’s work
- Arranging for an individual other than the learner to sit an assessment or to submit an assignment not undertaken by the learner
- Impersonation, by pretending to be someone else in order to produce the work for another or arranging for another to take one’s place in an assessment/examination/test
- Misuse of assessment material
- Introduction of unauthorised material into the exam room (for example notes, study guides, own blank paper, personal stereos, mobile phones or other similar electronic devices)
- Copying (including use of ICT to aid copying)
- Deliberate destruction of another’s work
- Obtaining, receiving, exchanging or passing on information which could examination related (or the attempt to) by means of talking or using written papers/notes
- Inclusion of inappropriate or offensive material in assignments, examinations or assessments
- Disruptive behaviour, including the use of offensive language
- Failing to abide by the instructions or advice of an invigilator, Cordie exam centre employee, Associate or tutor in relation to the assessment rules and regulations of an Awarding Body
- Fraudulent claims for special consideration while studying.

‘Malpractice’ by Employers, Cordie Staff, Associates and Tutors

The following list is not exhaustive and other instances of malpractice may be considered by Cordie Ltd at its discretion.

- Improper assistance provided to students and/or apprentices
- Moving the time or date of fixed assessments without permission from the Awarding Body
- Failing to keep assessment materials secure



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- Allowing a learner to copy another learner's assignment work, or allowing a learner to let their own work be copied
- Obtaining unauthorised access to assessment materials prior to an assessment
- Disruptive behaviour or unacceptable conduct, including the use of offensive language (including aggressive or offensive language of behaviour)
- Allowing disruptive behaviour or unacceptable conduct at Cordie Ltd to go unchallenged, for example, aggressive or offensive language or behaviour
- Facilitating and allowing impersonation
- Misusing the conditions for special learner requirements, for example where students and/or apprentices are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment
- Falsifying records/certificates, for example by alteration, substitution, or by fraud.

Avoidance Measures

Cordie Ltd will seek to avoid potential learner malpractice by using the learner induction and the Student Handbook to inform students and apprentices of Cordie Ltd's policy on malpractice and maladministration and the penalties for attempted and actual incidents.

Cordie Ltd will seek to avoid Cordie employee, Associate and/or tutor malpractice or maladministration by using inductions, the Staff Handbook and the Associate page on the Virtual Purchasing Academy to inform employees, Associates and tutors of this policy on malpractice and maladministration.

Procedure for Addressing Malpractice and/or Maladministration

Where malpractice or maladministration is suspected, or is alleged, and where there are reasonable grounds for that suspicion or allegation, Cordie Ltd will promptly take all reasonable steps to establish whether or not malpractice or maladministration did occur, and to prevent any adverse effect. Should any such adverse effect be unpreventable, Cordie Ltd will mitigate it and correct it as far as possible.

Cordie Ltd's full procedure is as follows:



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1. All incidents of malpractice or maladministration, irrespective of the nature of the incident, must be reported to one of the Company Directors
2. The full facts and circumstances of the alleged malpractice or maladministration will be collated before deciding whether to initiate an investigation
3. If appropriate, an investigation will be conducted in a form commensurate with the nature of the malpractice or maladministration allegation. Such an investigation will be supported by Andrea Reynolds, Managing Director of Cordie Ltd, and all personnel linked to the allegation.
4. Each case of suspected malpractice or maladministration will be considered on an individual basis in light of all the information available
5. Cordie Ltd will determine:
 - Whether any breach of this policy has arisen
 - Where culpability lies for any breach
 - Appropriate measures to be taken to protect the integrity of Cordie Ltd and the relevant Awarding Body and to prevent future breaches as well as mitigate against any adverse effect
 - The nature of any remedial action to be applied.
 - Possible sanctions that may be applied to learners
 - A written warning about future conduct
 - Notification to an employer, regulator or the police
 - Removal from the course
6. All stages of the investigation will be documented and held on file and, where appropriate, all incidents of malpractice or maladministration will be reported to the relevant Awarding Body.

The individual has a right to appeal against an outcome if they believe that the policy or procedure has not been followed properly or has been implemented to their detriment.

Records of all malpractice cases and their outcomes are maintained by Cordie Ltd for a period of at least 5 years, and are subject to regular monitoring and review.



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This policy applies to all the operating divisions of Cordie Ltd. Cordie Ltd reserves the right to amend the Malpractice & Maladministration Policy from time to time. Thank you for your commitment to this policy.

Andrea Reynolds
Managing Director, Cordie Ltd



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