



LEADING TREASURY
PROFESSIONALS

ACT Malpractice and Maladministration Policy

Revised July 2016

Introduction

The Association of Corporate Treasurers (ACT) is a UK based Awarding Body, committed to providing high quality qualifications and assessment practices with supporting policies that are transparent and free from bias.

The ACT has a network of Approved Centres that deliver ACT qualifications which lead to assessment. They are required to have their own policy and procedure for preventing and dealing with malpractice and maladministration. Those procedures are monitored and reported during an annual audit and advice and guidance on how to deal with malpractice and maladministration is provided.

For the purpose of this policy and procedure, the term “malpractice” is used to include both malpractice and maladministration. Malpractice is defined as any deliberate act through which an individual has gained advantage and/or has threatened the integrity of the assessments for the ACT’s qualifications and/or their proper certification, and/or compromises the reputation of the ACT’s Awarding Body. Maladministration may be accidental or a result of incompetence or a simple mistake.

ACT policy on malpractice

The ACT strives to ensure the prevention of the occurrence of malpractice throughout the development, delivery and award of its qualifications, in order to protect the consistency and integrity of all assessments.

We work with external assessors, moderators and approved centres to maintain rigorous quality assurance and control arrangements for our qualifications. These arrangements combined with robust internal administration processes ensure that assessment decisions are accurate and consistent. These processes enable us to ensure as far as possible that instances of malpractice are kept to a minimum.

Where there are reasonable grounds that malpractice is suspected or alleged, the awarding body will take all reasonable steps to establish whether or not malpractice has occurred and will prevent any adverse impact. Should any adverse impact be unpreventable, the Awarding Body will mitigate as far as possible to correct it.

Examples of malpractice

The list of examples below is not exhaustive and the ACT Awarding Body at its discretion may consider other instances of malpractice.

Malpractice by approved centres/examination centres

- failure to keep candidate records and/or assessment materials secure
- altering the marking schemes or assessment grading criteria in any way
- deliberate failure to adhere to ACT's published Reasonable Adjustment and Special Consideration policies
- deliberate failure to adhere to ACT's published assessment rules and regulations and procedures
- allowing fraudulent certificate claims to be made by staff of candidates
- failure to carry out invigilation in accordance with the ACT's regulations for Invigilation
- failure to adhere to the Association's instructions relating to the handling of completed student assessments, both examination scripts and assignments/projects
- improper assistance to candidates, where the support has the potential to influence the outcomes of the assessment
- facilitating and allowing impersonation

Malpractice by candidates

- obtaining assessment or examination material without authorisation
- fraudulent claims for special consideration or reasonable adjustment
- plagiarism – passing off ideas, theories or work as own work
- failure to adhere to instructions of an invigilator, either in person or on-line, or ACT's rules and regulations
- copying work from other candidates during an assessment/examination or knowingly allowing other candidates to copy from your work
- taking unauthorised materials such as mobile phones or electronic devices, study notes, or paper into an assessment or examination, either at an examination centre or at on-line assessments

- impersonating another candidate or arranging another to take your place in an assessment or examination
- being disruptive during an assessment or examination for example, displaying offensive behaviour or language to the invigilator or other candidates
- writing inappropriate or offensive comments into the examination script or on-line assessment submission

Reporting suspected incidents of malpractice

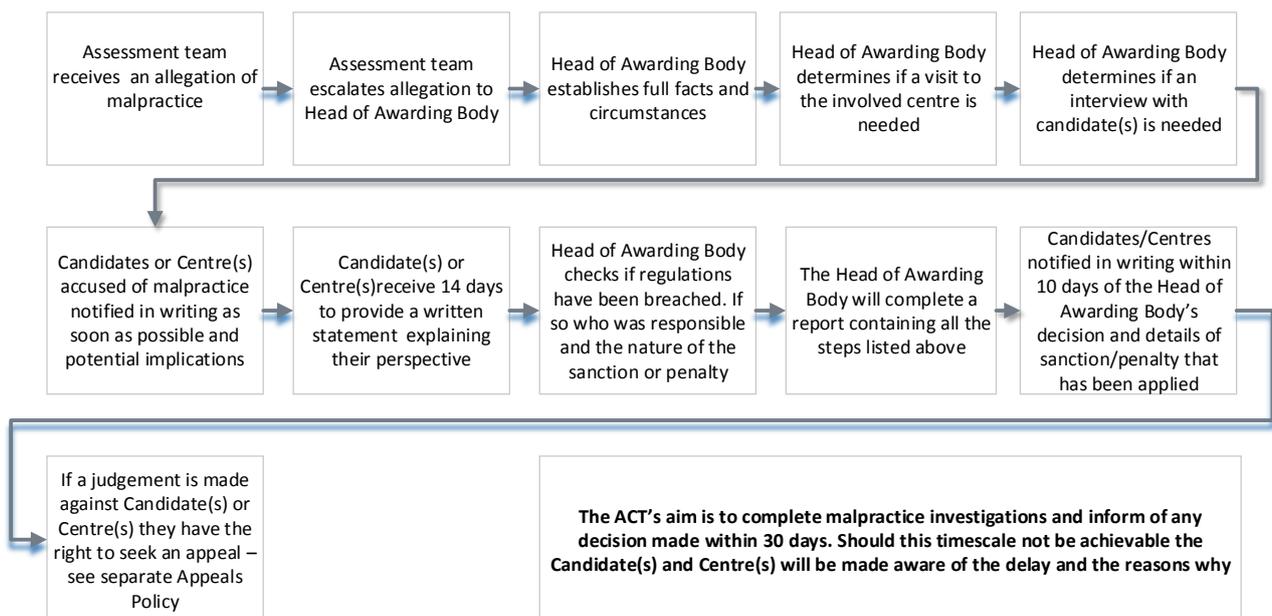
Incidents of malpractice can be reported by a candidate, an Approved Centre, Examination Centre, invigilator or anyone who was present at the time the alleged incident took place.

Incidents should be reported immediately to the Assessment team; assessment@treasurers.org who will notify the Head of Awarding Body that an allegation has been received. The ACT will consider allegations that are made verbally but will request in all cases that allegations are put in writing with any supporting evidence that is available.

Where suspected malpractice is reported by a third party, or a person who wishes to remain anonymous, the Awarding Body will take all reasonable steps to authenticate the reported information and to investigate the alleged malpractice. Wherever possible the identity of the “whistle blower” will be kept confidential.

Process for dealing with malpractice

The following process will be followed for all reported incidents of malpractice:



If an instance of malpractice is likely to have adverse impact on other candidates or Centres involved in the delivery of ACT qualifications, this will be reported to other authorities, which may include regulatory or funding authorities, other awarding bodies or in certain cases, the police.

If the malpractice is reported after certificates have been issued, and the malpractice is upheld, the certificate(s) will be recalled and declared invalid.

Penalties and sanctions

When malpractice has been proved, the action taken will be commensurate with the nature of the offence; it will depend on whether the integrity of the assessment or qualification or the ACT has been compromised and will seek to ensure future integrity.

Approved Centre penalties and sanctions

These may vary from the ACT refusing to accept assessments to withdrawing approval, so the centre cannot offer ACT qualifications in the future. Any such decision would be communicated to both the Head of the Approved Centre and the candidate(s) involved or affected.

Candidate penalties and sanctions

The ACT will use its discretion to apply the penalties or sanctions it considers reasonable to the candidate(s) concerned, which may include a written warning, their assessment(s) being declared null and void, being barred from taking further assessments, or being disqualified from membership of the ACT.

Copies of all ACT's policies in relation to assessment can be found on the ACT's website at <https://www.treasurers.org/learning/qualifications/assessment/policies>

Contact details for this policy

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