

Malpractice and Maladministration Policy

Last reviewed	July 2022
Next review due	July 2024
Responsible division	Programmes Division
Responsible director	Programme Operations Director
Applies to	Staff and external contractors assessing on any Ambition programmes. This policy applies to all NPQ programmes beginning in Autumn 2021 or later.
Exceptions	For plagiarism cases, refer to Plagiarism Policy. Participants on the Masters in Expert Teaching programme should refer instead to Ambition Institute's Plagiarism Policy and Complaints Policy.
Audience	Staff, delivery partners, participants.
Applicable laws	N/A

1. What is malpractice and maladministration?

Definitions

Malpractice and maladministration comprise any deliberate or accidental action, failure to act, process or other practice that compromises the integrity and consistency of qualifications awarded by Ambition Institute.

2. How do I report malpractice or maladministration?

I am a delivery partner.

Once you become aware of any suspected or actual malpractice or maladministration by yourself or your participants, you must report this to Ambition Institute within 24 hours. You must cooperate fully with us to review the suspected irregularity. See below for details to include in your report.

I am a participant.

If you suspect malpractice or maladministration, you should notify the programme team or delivery partner responsible for your provision. See below for details to include in your report.

I am a contractor or a member of Ambition staff.

If you suspect malpractice or maladministration, you should notify the Faculty Planning and Assessment team, using the shared inbox. See below for details to include in your report.

Where possible your report should include:

- > Name and contact details of the person making the report.
- > Participant's name, TRN, school name and URN.

- > Delivery partner name, if applicable
- > Details of the qualification and the programme start date.
- > Nature of the suspected or actual malpractice or maladministration and associated dates.
- > In cases suspected malpractice, the details of any individual(s) suspected of complicity.
- > Details and outcome of any initial investigation conducted by the delivery partner.

3. What happens next?

Once an allegation of suspected malpractice or maladministration is made, we will review the allegations. Subsequent withdrawal of the allegations will not impact this process.

Stage one: receipt of your report

- > You will be asked to declare any personal interest you have.
- > Ambition Institute will acknowledge receipt of the report within two working days.

Stage two: investigation of your report

- > Ambition Institute will decide whether there are reasonable grounds for the allegation.
- > If the allegation is upheld, Ambition will review the allegation.
- > If the allegation relates to a participant or third-party organisation, Ambition will notify them.
- > We endeavour to complete a review within ten working days.
- > If the review is likely to take longer, we will advise all parties of the revised timescale.

The Ambition Institute staff member conducting the review will:

- > Determine the cause of the irregularity.
- > Determine whether it was deliberate or accidental.
- > Recommend measures to mitigate the adverse impact, including changes to process for future.
- > Recommend any sanctions to learners or delivery partners (if applicable).

Whilst the review is underway Ambition Institute may:

- > Suspend release of results to the participant, delivery partner, or third-party bodies under review.
- > Impose a temporary suspension to the delivery partnership/participant.
- > Reassign the staff members implicated to other duties until the review is complete.

Stage three: outcomes of the review

Where the malpractice or maladministration is the fault of Ambition Institute or our staff members:

- > In cases of malpractice, Ambition Institute will instigate formal HR proceedings with the staff member(s) responsible.

- > In cases of maladministration, Ambition Institute will cover the cost of repeating any assessment processes required.

Where the malpractice or maladministration is the fault of the participant Ambition will:

- > In cases of maladministration, give participants the opportunity to rectify this (proportionate administrative charges may apply).
- > In cases of malpractice, decide a sanction based on the severity of the incident.
- > Notify relevant parties including:
 - > The delivery partner.
 - > The participant's school.
 - > Regulatory or quality assurance bodies overseeing the award of the relevant qualification.

Where the malpractice or maladministration is the fault of a delivery partner:

- > We will seek to protect the participant(s) from the adverse effect of this malpractice or maladministration.
- > Where possible, we will avoid asking participants to repeat assessments already undertaken.
- > The Ambition Institute Programme Leader will review whether the delivery partner has taken adequate steps to provide sufficient confidence to continue the delivery partnership. We may introduce additional oversight at the cost of the delivery partner or terminate the delivery partnership.

Ambition Institute will:

- > Document steps taken, evidence gathered, and conclusions reached with the justifications, which we will store securely for a minimum of five years.
- > Notify you (the reporting party) of the outcome within five working days of the review.
- > Notify any participants, schools, and delivery partners involved within two working days of the review.
- > Notify regulatory or quality assurance bodies overseeing the award qualification.

4. Appeals

If you wish to appeal, please refer to our NPQ Assessment and Appeals policy.

5. Links to Other Policies

Other policies referenced here are available on our website:

- > Complaints Policy
- > NPQ Assessment and Appeals policy

> NPQ Plagiarism Policy