Malpractice & Maladministration

Introduction

Dynamic Training is required by regulations to establish and maintain procedures for addressing malpractice and maladministration involving learners, approved staff, or any other parties involved in providing qualifications. This document fulfills that requirement by outlining the necessary actions to maintain the integrity of our qualifications.

Scope of the Policy

This procedure applies to all employees, contracted staff, and Dynamic Training Centres associated with Dynamic Training. We are committed to taking all reasonable steps to prevent malpractice or maladministration in the development, delivery, and awarding of qualifications. When prevention is not possible, it is essential that any suspected or actual malpractice or maladministration is addressed quickly, thoroughly, and effectively.

This document:

This document:
- • Defines malpractice and maladministration in the context of delivery and assessments.
- • Provides examples of incidents that may occur.
- • Outlines the rights and responsibilities of Dynamic Training UK Ltd, approved staff, and learners regarding these matters.

Definitions

Malpractice

Malpractice refers to any deliberate actions, neglect, default, or other practices that compromise, or could potentially compromise:

- • The assessment process
- • The integrity of a regulated qualification
- • The validity of a result or certificate
- • The reputation and credibility of Dynamic Training
- • The qualification and the wider qualifications community
- • The confidentiality of assessment materials

Examples of malpractice range from failing to maintain appropriate records to deliberately falsifying records to claim certificates. Failure by a Dynamic Training Centre to address identified issues may also constitute malpractice.

Maladministration

Maladministration refers to any activity, neglect, default, or other practices that result in a Dynamic Training UK Ltd Centre or learner not complying with the specified requirements for delivering qualifications, as outlined in relevant codes of practice.

Types of Malpractice
The following examples illustrate potential incidents of malpractice. This list is not exhaustive.
Dynamic Training Centre malpractice examples may include:
- Insecure storage of assessment instruments and marking guidance
- Misuse of assessments, including inappropriate adjustments to assessment decisions
- Failure to retain learner evidence, assessment, and internal verification records accurately and safely
- Non-compliance with awarding body procedures for managing and transferring accurate learner data
- Providing excessive direction to learners on meeting national standards
- Deliberate falsification of records to claim certificates

Learner Malpractice
Learner malpractice in internal assessments may occur in:
- Compiling portfolios of internal assessment evidence
- Presenting practical work
- Preparing and authenticating coursework
- Conduct during internal or external assessments

Examples of learner malpractice include:
- **Plagiarism**: Failing to properly acknowledge sources or submitting another person's work as if it were the learner's own.
- **Collusion**: Collaborating with others when assessments must be completed individually.
- **Copying**: Using another learner's work, including through ICT.
- **Impersonation**: Assuming another learner's identity or having someone else assume your identity during an assessment.
- **Inappropriate Content**: Including offensive, discriminatory, or obscene material in assessment evidence, such as vulgar language or discriminatory content.
- **Disruptive Behaviour**: Engaging in behaviour during assessments that disrupts others, including shouting, aggressive language, or using unauthorized electronic devices.
- **Frivolous Content**: Producing irrelevant content in responses to assessment questions.

Regardless of the cause or individuals involved, all allegations of malpractice related to delivery and assessment must be investigated to protect the integrity of Dynamic Training UK Ltd qualifications and ensure fairness for all learners and Centres.

Malpractice due to plagiarism using AI
Dynamic Training UK Ltd is committed to using advanced tools to uphold academic integrity. **Winston AI** is an AI-powered detection tool that helps identify plagiarism and the misuse of AI in submitted work.

Winston AI will be used periodically to review learner submissions, such as assignments, essays, and workbook answers, to ensure the work is demonstrably the learner's own. This tool complements our existing processes and provides additional assurance that the work submitted reflects the learner's independent effort. See Plagiarism Policy for further details.

If Winston AI detects plagiarism or AI misuse, the following actions may be taken:
1. Learners may be required to resubmit the assignment with proper referencing and acknowledgement.
2. Training and development will be provided to address gaps in understanding.

3. Persistent issues may lead to withdrawal from the programme.
4. Severe cases may result in disqualification from exams or removal from the programme, as outlined in this Malpractice and Maladministration Policy

Reporting Malpractice or Maladministration
In the event of any malpractice or maladministration, Dynamic Training UK Ltd will inform the appropriate awarding body and take necessary actions in accordance with their guidelines.