

SPM Development Services Ltd

Malpractice and Maladministration Policy

Reviewed and Updated: September 2025

Next Review: September 2026, or sooner if awarding body or JCQ guidance changes.

Policy Statement

SPM Development Services Ltd defines malpractice as any act, neglect, default or other practice that compromises the integrity of the assessment process and/or the validity of certificates. This includes deliberate falsification of records, misuse of assessment materials or failure to maintain proper systems.

Scope

This policy applies to all learners, tutors, mentors, staff and contractors working with SPM Development Services Ltd. It covers all internal assessments and examinations, in line with awarding body procedures.

Consequences

- **Learners:** Suspected malpractice will lead to an investigation. Serious cases may be reported to awarding bodies, commissioning authorities or police. Possible consequences include withdrawal of certificates, exclusion from future enrolments and notification of malpractice to other organisations.
- **Staff:** Suspected malpractice will be investigated. Possible outcomes include suspension from duties, disciplinary action, reporting to awarding bodies and in serious cases, notification to legal authorities.

Prevention Measures

- Clear communication of malpractice rules during induction and at the start of courses.
- Regular internal moderation and standardisation to maintain assessment integrity.
- Assessors only using work for formal assessment when learner capability is well understood.
- Raising awareness of malpractice during staff training.

Procedures for Handling Malpractice

- Investigations will be initiated upon suspicion of malpractice.
- Investigations will be conducted by a designated senior manager.
- Evidence will be collected and interviews held to ensure fairness.

- Findings will be recorded and shared with relevant awarding bodies and commissioning authorities where required.

Definitions and Examples

- Learner Malpractice: plagiarism, collusion, use of unauthorised materials, false declarations, AI misuse.
- Staff Malpractice: loss of learner work, inappropriate award of marks, fraudulent certification claims, falsification of records.

AI Use in Assessments

AI misuse includes using AI tools to generate or assist in assessments where this is not declared. Learners must acknowledge any use of AI in their submissions. Unacknowledged or dishonest use of AI will be treated as malpractice and may result in disqualification, loss of certification and reporting to awarding bodies. Educators must ensure learners are aware of the ethical use of AI and detection tools may be used where appropriate.

Safeguarding Link

If malpractice investigations raise safeguarding concerns, these will be referred immediately to the DSL in line with the Safeguarding and Child Protection Policy (2025).

Review

This policy will be reviewed annually, or sooner if awarding body, JCQ or statutory guidance changes.