

Malpractice/Maladministration Procedure

Metabolic Effect UK Training will investigate instances of alleged or suspected malpractice or maladministration and will take appropriate action where required to maintain the integrity of units and qualifications.

Malpractice is defined as any deliberate activity, neglect, default or other practice that compromises the integrity of the assessment process, and/or the validity of certificates.

Maladministration is any activity, neglect, default or other practice that results in the centre not complying with the specified requirements for delivery of units and qualifications.

Should an alleged malpractice/maladministration arise on the part of the learners, centre staff, or others involved in providing a CYQ qualification, Metabolic Effect UK Training will:

1. Report immediately to CYQ any suspected case of malpractice/maladministration arising after learners have been registered.
2. Investigate and record full details of the nature of the suspected malpractice/maladministration issue, including personnel involved and any action taken.

Examples of learner misconduct could include:

- Non-compliance in observing the mandatory rules of conduct during an assessment
- Replication of another learner's work in either the practical, theoretical or portfolio aspect of assessment,

Misconduct procedure (learners)

Where an issue of misconduct occurs and is discovered or reported the following action will be taken:

- The Invigilator/Centre Contact is empowered to expel a learner from the assessment room
- The expelled learner's assessment paper will be securely retained and a report filed to the Centre Contact
- The report and assessment record will be available for submission to CYQ and the regulatory authority (Ofqual) upon request

If any of the rules of external assessment are deemed to have been broken by a learner, invigilator or other person involved in the assessment process, then Metabolic Effect UK Training and CYQ may declare the assessment void.

Examples of centre malpractice/maladministration could include:

- Failure of Metabolic Effect UK Training to report any suspected malpractice reported to CYQ from other sources
- Failure of Metabolic Effect UK Training to apply the CYQ recommended invigilation procedures for external assessment, thus affecting the validity of the assessment

process

- Failure of Metabolic Effect UK Training to apply CYQ's recommended assessment paperwork and procedures for internal assessment, thus affecting the validity of the assessment process
- Failure of Metabolic Effect UK Training to apply the CYQ recommended security procedures as identified within the centre approval declaration
- Failure on behalf of Metabolic Effect UK Training to comply with CYQ guidance relating to reasonable assessment adjustments
- Claims for certification being submitted by Metabolic Effect UK Training for units and/or qualifications that have not been approved for delivery by CYQ
- Delivery and assessment of units and/or qualifications that have not been approved by CYQ
- Claims for certification being submitted by Metabolic Effect UK Training for learners that have not been registered with CYQ
- Unauthorised replication of (or other tampering with) externally assessed theory papers and/or e-assessment
- Metabolic Effect UK Training or any part (if a consortium group) becomes bankrupt or insolvent or goes into liquidation, or undergoes a voluntary or compulsory winding up procedure
- There is any significant change in control of Metabolic Effect UK Training (or a change of membership if a consortium group). CYQ should be informed immediately if this occurs

Malpractice/maladministration procedure (centres)

Where an issue of malpractice or maladministration occurs, is discovered or reported Metabolic Effect UK Training will:

- Report the issue to CYQ's Lead Quality Assurer who will investigate the suspected case of malpractice/maladministration
- Investigate the facts relating to allegation/complaints in order to determine whether any irregularities have occurred

Conclusions will be based on established evidence. A course of proposed actions will be identified, agreed, implemented and monitored in association with CYQ. All relevant evidence will be considered without bias.

For information regarding CYQ's Malpractice Procedure follow this [link](#).

Non-compliance monitoring guidelines - malpractice

| Malpractice Occurrence | Procedure/Rationale | Action and Sanctions |
|---|---|--|
| Non-compliance in observing the mandatory rules of conduct during an assessment, resulting in fraudulent claims for certification. | <ul style="list-style-type: none"> • Learner expelled from assessment • Assessment paper retained and report filed securely • Assessment paper and report file made available to CYQ and regulatory authorities (Ofqual) | <ul style="list-style-type: none"> • Suspension of certification (tariff level 3) • Suspension of registration (tariff level 3) • Suspension of CYQ approval • Possible assessment void decision |
| Replication of another learner's work in either the practical, theoretical or portfolio aspect of assessment, resulting in fraudulent claims for certification. | | |