

Appendix 2 Malpractice/Maladministration Flowchart

Regulatory Requirements for a Centre

Under QCA Statutory Regulations for
External Qualifications Section 29

Centres must inform CACHE of all suspected cases of malpractice. Failure to co-operate can lead to certificates not being issued and future entries and/or registrations not being accepted.

IMPORTANT

Assignments/ Assessments must not be offered for sale; this includes on eBay. Should this occur CACHE reserves the right not to accept future entries from the candidate in question.

Definitions of Malpractice/Maladministration

Malpractice - 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. Malpractice may include a range of issues from the failure to maintain appropriate records or systems to the deliberate falsification of records in order to claim certificates.

Failure by a centre to deal with identified issues may in itself constitute malpractice.

Centre Staff malpractice – malpractice committed by a member of staff or contractor at a centre, or an individual appointed as a practical assistant to a candidate.

Candidate malpractice – malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any course work, **plagiarism**, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Maladministration – Any activity, neglect, default or other practice that results in the centre or candidate not complying with the specified requirements for the delivery of the qualifications and as set out in the relevant codes of practice where applicable.

CACHE contact details:

Telephone:
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The Customer Support Team
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Write to:
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If malpractice/maladministration is suspected within a CACHE centre:

