



**Oriental Fine Arts Academy of London (OFAAL) ®**

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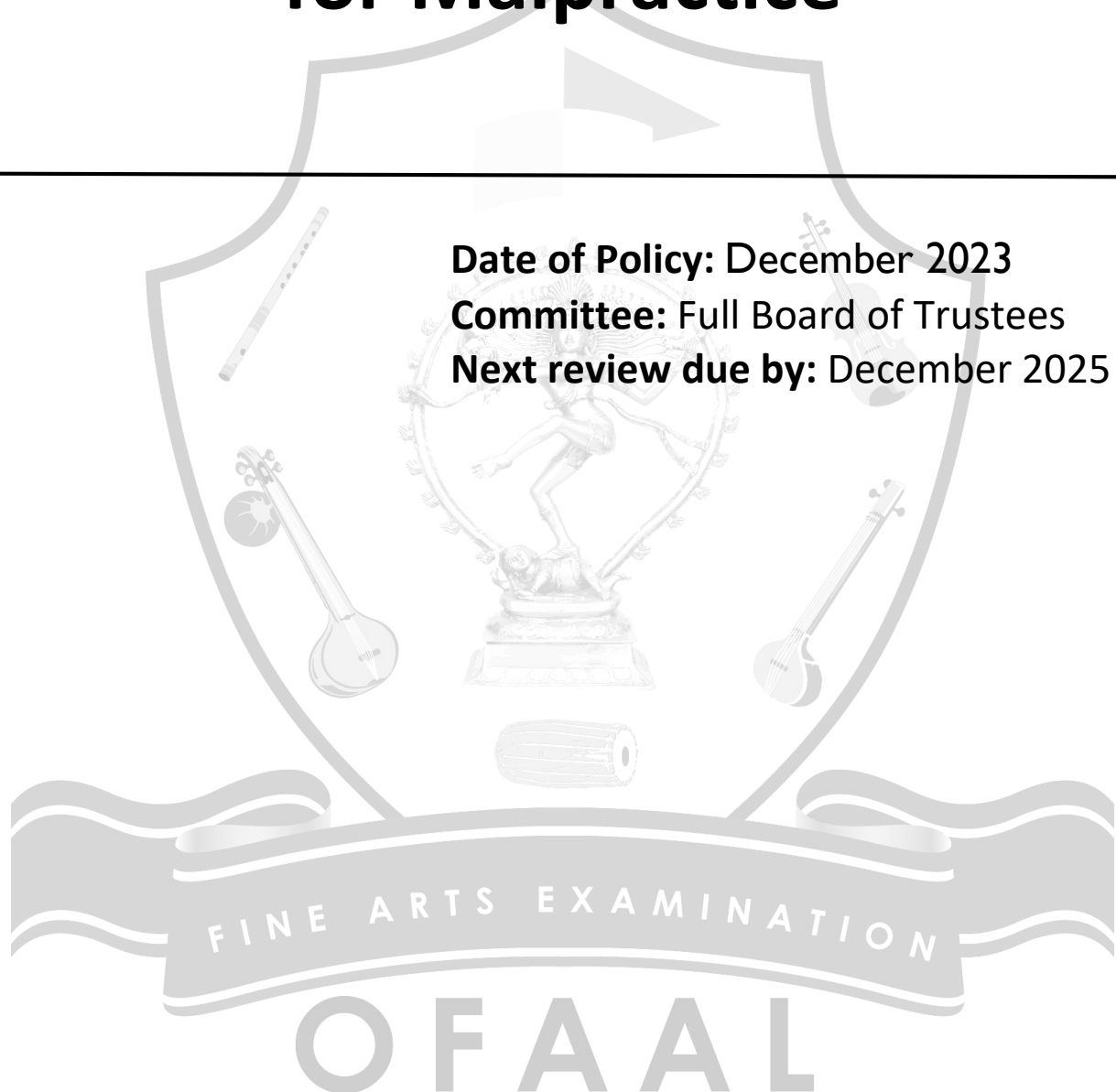
# Policy and Procedures for Malpractice

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**Date of Policy:** December 2023

**Committee:** Full Board of Trustees

**Next review due by:** December 2025



OFAAL will ensure that the policy is applied fairly to all employees and does not have a negative impact in relation to OFAAL's equality strands: race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.

OFAAL acts in accordance with the published documentation from them and will take all reasonable steps to prevent the occurrence of any malpractice, or maladministration, in the development, delivery and award of its qualifications.

Malpractice is deemed to be those actions and practices which threaten the integrity of the examinations and certification. It should be noted that this includes any OFAAL written examination or assessment, as well as performance examinations. The following are examples of malpractice and other instances of malpractice which may be considered at OFAAL's discretion.

- Creating report sheets or certificates by copying the OFAAL logos, paperwork, and/or signatures of responsible officers
- The alteration of any results document, including certificates
- Failing to abide by the instructions or advice of an invigilator, supervisor, or OFAAL, in relation to the examination rules and regulations.
- Impersonation - pretending to be someone else, arranging for another to take the place in the examinations.
- Obtaining, receiving, exchanging or passing on information which could be examination related, by means of talking, written papers or notes, during the course of the examination.
- Copying from another candidate (including the use of ICT to do so).
- Plagiarism - the failure to acknowledge sources properly and/or the submission of another person's work as if it was the candidate's own.
- The deliberate falsification of any candidate's personal or examination information.
- Obtaining or giving unauthorised access to examination material prior to an examination.
- Failing to keep examination papers secure prior to the examination.
- Assisting candidates in the production of written assessments, beyond that permitted.
- Deliberate and improper use of medical certificate as evidence for special considerations

Allegations of malpractice may be reported to OFAAL by examiners, assessors, teachers, invigilators, candidates and their parents. OFAAL is aware that the reporting of malpractice can potentially cause a difficult situation and will therefore endeavour to protect the identity of the informant. All allegations must be detailed in writing. OFAAL routinely records and evaluates the detailed results of all written work and examinations to monitor any irregularities and may investigate these to establish if there is any malpractice.

Maladministration is any activity, neglect, default or other practice that results in the centre or candidate not complying with the specified requirements for delivery of the qualifications and includes failing to follow OFAAL instructions on storage of materials and in verifying the learners work, such that the validity of the work can be questioned.

The following is therefore OFAAL's procedure for malpractice and maladministration.

1. OFAAL will undertake an initial evaluation including risk assessment, to establish the scope of the matter. If the malpractice has caused or is likely to cause an adverse effect which may affect the integrity of the qualifications, OFAAL will commence a full investigation and provide the name and address of the Centre/teacher, the allegations, and qualifications concerned to the OFAAL examination committee.
2. OFAAL will deal directly with centre supervisors and or heads of institutes and it is the responsibility of them, or a person independent of the allegation, to conduct the investigation, and submit a written report to the examination committee. In cases where an allegation is made against a member of the OFAAL examination committee the response will be handled by nominated trustees.
6. If the malpractice affects the issuing of results or certificates, or the undertaking of any examinations or assessments, OFAAL reserves the right to refuse entry of candidates for examinations and withhold the issue of results while investigations are ongoing, and depending on the outcome, results may be released or permanently withheld.
7. Where an investigation establishes malpractice by an institute, centre exam officers', exam centre administrators' and examiners, any subsequent disciplinary action will be the responsibility of OFAAL. However, OFAAL will take action to protect the integrity of the examinations and additionally has the right to impose special conditions on the institutes or Centre's future involvement in its examinations.
8. The following sanctions or penalties may be applied flexibly according to the particular circumstances of each case:
  - The candidate, examiner, exam centre officer, institute is issued with a written warning.
  - The candidate(s) in question results from the examination is voided in the case of the qualifications; and/or they are barred from taking any further examinations.
  - The exam centre or institute, or examiner may no longer have any involvement with the administration or practice of any OFAAL examination, and/or be barred from entering/examining further candidates.

In cases where as a result of an investigation, a previously issued certificate is deemed invalid, that certificate must be returned to OFAAL. The examination result will be declared void, thus ensuring that no duplicate can be issued.

### **Data Protection and Confidentiality**

In line with the General Data Protection Regulation (GDPR), all personal data collected will be stored securely in accordance with the OFAAL Data Protection Policy and Privacy Statement. Only authorised personnel will have access to this data.