



ProLand

**SKILLS ACADEMY &
CONSULTANCY LTD**

Empowering Professionals in the Field

Malpractice and Maladministration policy

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Malpractice and Maladministration Policy

1. Introduction

The purpose of this policy is to express ProLand Skills Academy and Consultancy Ltd's deep commitment to carrying out all our activities with genuine transparency, fairness, and impartiality. ProLand Skills Academy and Consultancy Ltd doesn't just aim to prevent any mishaps of malpractice and maladministration but also ensures that if they do occur, we have a strong system ready to address them swiftly and effectively.

1.1 Definitions

- **Malpractice:** It encompasses any intentional or unintentional act or omission that deviates from established regulations or standards of integrity. Such deviations can jeopardize the assessment process, diminish the credibility of qualifications, or invalidate certificates.
- **Maladministration:** This applies to any management actions, practices, or procedures that do not align with compliance standards. Such actions can unfairly disadvantage or advantage learners and might endanger the legitimacy of assessment outcomes.

In recognition of the intrinsic connection between malpractice and maladministration within academic and assessment integrity, this policy outlines that all references to 'malpractice' herein also encompass maladministration. This inclusion reflects our commitment to ensuring fairness and transparency across all aspects of assessment and administration. By treating both malpractice and maladministration with equal seriousness, we aim to maintain the highest standards of integrity, ensuring that all stakeholders understand the comprehensive scope of our policy and the unified approach we adopt in safeguarding the integrity of our qualifications.

2. Scope

This policy applies broadly, covering our employees, learners, stakeholders, contractors, and anyone else who represents or acts on behalf of ProLand Skills Academy and Consultancy Ltd.

3. Responsibilities

ProLand Skills Academy and Consultancy Ltd is responsible for ensuring a malpractice and maladministration-free environment. It's essential for the academy to protect the integrity of the learning and assessment process.

Furthermore, it is the duty of all stakeholders to remain vigilant and proactive. If they come across any discrepancies or suspect foul play, it's their responsibility to immediately report these concerns. The procedure for such reporting is detailed in subsequent sections of this policy.

4. Examples of Malpractice and Maladministration

The following section includes examples of malpractice by both students and employees. While this list is not exhaustive, any incidents of suspected malpractice, whether mentioned below or not, will be subject to a thorough investigation when warranted.

4.1 Malpractice by students

- Damaging or sabotaging a fellow student's work.
- Falsifying or forging documents (personal identification, evidence for special considerations, Highfield documentation or certificates).
- Unauthorized procurement of examination or assessment materials.
- Allowing or engaging in impersonation during assessments.
- Collaborating on coursework or assessments without permission.
- Plagiarism or misrepresentation of work.
- Unauthorised use of Information and Communication Technology (ICT), including Artificial Intelligence (AI) tools, to generate, complete, alter, amend or substantially contribute to learner work where such use has not been permitted by the awarding organisation, assessment requirements or centre guidance.
- Violating Highfield examination regulations.
- Including offensive content in assignments or assessment answers.
- Disruptive behaviour or using offensive language/actions in assessment venues.
- Fraudulent attempts to obtain certificates.
- Making false claims for special considerations.
- Possessing disallowed materials in the assessment room.
- Unauthorized communication during an assessment.
- Copying work or allowing one's work to be copied.
- Disregarding instructions from invigilators.

4.2 Malpractice by employees

- Intentionally allowing student impersonation.
- Permitting plagiarism or unauthorized collaboration.
- Knowingly allowing, facilitating, encouraging or failing to challenge the unauthorised use of Information and Communication Technology (ICT), including Artificial Intelligence (AI), in the creation, completion or submission of learner work.
- Completing assignments for students or over-assisting.
- Damaging or destroying student work.
- Exhibiting or failing to challenge disruptive or unacceptable behaviour.
- Sharing confidential student performance/results.
- Creating, using, or endorsing forged or falsified documents.
- Fraudulently acquiring certificates for students.

- Aiding or prompting students with answers during examinations.

4.3 Maladministration

- Not adhering to Highfield regulations and procedures (related to centre approval, security protocols, etc.).
- Neglecting to report suspected student malpractice.
- Altering examination dates or times without authorization.
- Failing to secure examination papers, scripts, or materials.
- Permitting disallowed materials or devices in the examination room.
- Allowing communication or continued work past the examination duration contrary to regulations.
- Leaving students unsupervised during an examination.

5. Reporting Procedures

This procedure encompasses tutors, teachers, invigilators, students, and other staff affiliated with the academy. It also caters to third-party malpractice reports, including those from individuals preferring anonymity.

- Initial reports of any suspected malpractice should be directed to ProLand Skills Academy and Consultancy Ltd's key contact Henry Matthews via email on Henry@ProLandAcademy.com
- Following the initial report, a comprehensive written account needs to be dispatched to the contact mentioned above. This account should lucidly outline the facts, provide any obtained evidence, enlist statements from involved or affected individuals, and delineate the measures adopted post-incident.
- Any suspicions or evidence of malpractice should be communicated without delay to the contact specified above, immediately. In instances where malpractice is suspected during an examination, it's crucial to swiftly report the event, following protocols set by Highfield Awarding Body.
- If feasible, and without causing undue disturbance to others, students believed to be involved in malpractice should be promptly informed that their actions might be viewed as malpractice and will be duly reported to the academy.

When malpractice is suspected among the academy's staff or when it's reported by third parties or individuals desiring anonymity, the detailed report should encompass:

- Specific details such as the date, time, and location of the purported malpractice.
- Identification details of the suspected individual(s) – be it a teacher, tutor, or invigilator.
- A thorough account of the suspected wrongdoing.
- All obtainable corroborative evidence.
- Any potential consequences or repercussions of the malpractice.

In circumstances where third parties, or individuals aiming to stay anonymous, report malpractice, ProLand Skills Academy and Consultancy Ltd commits to rigorously authenticating the shared information and probing into the alleged misconduct.

6. Administering Suspected Cases of Malpractice

1. ProLand Skills Academy and Consultancy Ltd is committed to thoroughly examining each case of presumed or reported malpractice related to Highfield Awarding Body qualifications. The objective is to determine the veracity of the malpractice claim. Each investigation strives to comprehend the complete situation. The academy is devoted to immediately act upon any detrimental effects that may stem from such malpractice, ensuring measures are taken to maintain the integrity and esteem of Highfield Awarding Body qualifications.
2. ProLand Skills Academy and Consultancy Ltd will acknowledge all malpractice suspicions within a span of five business days. Every party involved will be notified within 10 business days from the day the malpractice report was received. Furthermore, other individuals who might possess pertinent evidence might also be reached out to.
3. The concerned individual(s) will be apprised of:
 - The forthcoming investigation and the rationale behind it.
 - All pertinent timelines and specific dates.
 - Their entitlement to present a personal written defence regarding the malpractice suspicion within 15 days from the date of the letter.
 - Possible sanctions by ProLand Skills Academy and Consultancy Ltd or Highfield Awarding Body, contingent on the gravity of the case, should the malpractice be verified.
 - Their right to appeal in the event they're deemed guilty.
 - The academy's obligation to inform Highfield Awarding Body and relevant authorities, but this will occur post the appeal duration or once the appeal procedure concludes. This could also involve notifying law enforcement in case of legal breaches, adhering to appropriate legislation.
 - In instances where multiple individuals are connected with a suspected malpractice case, for example, suspected collusion, ProLand Skills Academy and Consultancy Ltd will individually contact each party. The academy prioritizes confidentiality and will not disclose personal data unless it's essential for the investigation.
4. Every individual retains the right to contest a malpractice decision, especially if they discern that the procedure wasn't implemented correctly or was to their disadvantage.
5. ProLand Skills Academy and Consultancy Ltd keeps records of all malpractice cases and their respective outcomes for a minimum duration of five years. These records undergo frequent scrutiny and revisions.

6. In cases where a malpractice investigation takes place, the academy will retain all related records for three years concerning non-regulated qualifications and for six years regarding regulated qualifications. This includes any work by the candidate and relevant assessment, examination, and verification records pertinent to the probe.
7. For appeals directed to SQA Accreditation against the outcome of a malpractice scrutiny, relevant assessment and examination records will be preserved for six years.
8. For investigations that might culminate in a criminal prosecution or civil claims, all pertinent records will be stored for six years post the conclusion of the case and any subsequent appeal. If ProLand Skills Academy and Consultancy Ltd is uncertain about potential legal actions, the records will be retained for the entire six-year period.

7. Addressing Malpractice Post-Investigation

If, after a thorough investigation, malpractice is confirmed, ProLand Skills Academy and Consultancy Ltd might impose specific sanctions or penalties on the involved individual(s). If deemed appropriate, the situation will be reported to Highfield Awarding Body via e-mail. In response, Highfield Awarding Body might also decide on imposing one or several sanctions, calibrated to the gravity of the malpractice identified.

Below are potential sanctions that can be levied on students, teachers, tutors, invigilators, or other personnel in cases where malpractice has been confirmed. It is important to acknowledge that:

- The mentioned sanctions are indicative, and specific circumstances might warrant unique sanctions.
- If the malpractice is related to examination performance, Highfield Awarding Body reserves the right to impose additional sanctions.

7.1 Sanctions Applicable to Students:

- Issuance of a formal written caution regarding future actions.
- Informing relevant authorities, such as employers, regulators, or even the police.
- Expulsion from the course.

7.2 Sanctions Applicable to Teachers, Tutors, Invigilators, and Other Personnel:

- Issuance of a formal written caution about subsequent behaviour.
- Setting specific conditions for future engagements of the individual(s) in activities like teaching, supervision, or managing students and/or examinations.
- Communication to other establishments that might employ the individual regarding Highfield Awarding Body courses or examinations, informing them of the malpractice outcome.
- ProLand Skills Academy and Consultancy Ltd might opt for surprise inspections or monitoring of the individual's professional conduct.
- Termination of employment.

8. Appeals

Individuals have the right to appeal decisions made as a result of an investigation. Appeals should be lodged within 30 days of the decision being communicated.

9. Review

This policy will be reviewed annually or after any reported case of malpractice or maladministration to ensure its continuous relevance and effectiveness.

10. Conclusion

ProLand Skills Academy and Consultancy Ltd remains committed to upholding the highest standards of integrity, fairness, and transparency. We expect all stakeholders to be vigilant and active in maintaining these standards.

11. Version Control

Version	Date	Author	Amendment Details
V1.0	26/01/2026	Elle Gibbons	Initial issue
V1.1	26/01/2026	Elle Gibbons	Formatting and policy review
V1.2	21/06/2026	Elle Gibbons	Added explicit reference to the unauthorised use of ICT and Artificial Intelligence (AI) in learner work. Added staff malpractice provision covering knowingly allowing, facilitating or failing to challenge the use of AI in the creation of learner evidence, in line with Highfield Awarding Body requirements.