

Malpractice

1st4sport Qualifications endeavour to offer a high-quality service to all stakeholders. Working to achieve this aim assists in the maintenance of our established quality standards and ensures compliance with statutory regulation.

Malpractice is defined by 1st4sport as any **deliberate** activity, neglect, default or other practice that compromises the integrity of the assessment process and/or the validity of Certificates. This includes deliberate non-compliance by 1st4sport staffs with the established quality standards and for recognised centres staffs and candidates with one or more of the *1st4sport Recognised Centre Requirements* and/or any qualification-specific requirements.

In the event that suspected cases of malpractice are withheld it may result in the imposition of penalties on 1st4sport/recognised centres staffs and candidates. Additionally, recognised centres may be placed under sanction with a possible outcome being the suspension of registrations and certifications or even removal of qualification approval and/or recognised centre status.

Failure to comply with the guidance on regulations for assessment will instigate withholding of results. If the allegations are proven, Certificates may be invalid and those already issued will be withdrawn.

In the event that recognised centres, registered candidates or any relevant third party (including qualification partners) wish to report suspected malpractice alleging that our quality standards, policy and related procedures or the *1st4sport Recognised Centre Requirements* and/or any qualification-specific have not been complied with, they should follow the appropriate 1st4sport reporting of suspected malpractice procedure.

Procedure for recognised centres and candidates

In the event that suspected malpractice is identified by recognised centre staffs or candidates, they are required to they are required to report the details to the recognised centres malpractice officer. This procedure is required to be disseminated to all recognised centre personnel and all candidates to contribute to the maintenance of quality standards and ongoing compliance with appropriate regulation and requirements.

When reporting suspected malpractice the following information must be included, where possible:

- a detailed account of the circumstances surrounding the suspicions and allegations
- details of any consequent actions/investigations carried out by recognised centre personnel
- any extenuating circumstances (eg medical reports)
- details of the procedure for informing staff/candidates of consequences of malpractice
- any unauthorised material found during the assessment process
- where applicable, statements signed and dated by any personnel involved (ie tutors, assessors, invigilators) on recognised centre headed paper
- statements signed and dated by any candidates involved (where applicable)

1st4sport Qualifications

the awarding body for active learning and leisure

Reports of suspected malpractice must then be forwarded by the recognised centre's malpractice officer to 1st4sport via completion of the Allegations form contained on *Athena* the 1st4sport Quality Assurance System. *Athena* is a web-based system designed to support our communication with recognised centres. Evidence should be uploaded (where available) and attached to the allegations form in support of the report. The form should be submitted to 1st4sport via *Athena*. Acknowledgment of receipt, updates and outcomes will be also be communicated in writing.

Procedure for candidates or relevant third party members

In the event that a case of suspected malpractice is identified by a candidate (who does not feel they can appropriate their recognised centre) or a relevant third party (including 1st4sport qualification partners and internal staffs) it should be reported via completion of the Allegations form contained in the About Us and Candidate Information section of the 1st4sport website. This completed form and any required evidence should be forwarded to the qmt@1st4sportqualifications.com. Acknowledgment of receipt, updates and outcomes will be communicated in writing.

Handling arrangements

Upon receipt of reports of suspected malpractice the *1st4sport Allegations, Appeals and Handling Arrangements* are applied to establish appropriate outcomes and to resolve the situation via corrective action (where required). The *1st4sport Allegations, Appeals and Handling Arrangements* are published on the About Us and Candidate Information section of the 1st4sport website and on *Athena*, the *1st4sport Quality Assurance System*.

Supporting evidence

Where available, evidence should be provided in support of the report to facilitate effective review of the situation. If only hard copies of evidence available, these should be sent, with the form attached, by post to:

The Quality Management Team (QMT)
1st4sport Qualifications
Coachwise Ltd
Chelsea Close
Off Amberley Road
Armley
Leeds LS12 4HP

Malpractice Data

Malpractice data is consistently reviewed by the 1st4sport Quality Management Team (QMT), and contributes to the continuous monitoring of our awarding function to prevent recurrence and to facilitate an improved service.

Summary of the Procedure for Dealing with Malpractice

