



# **Malpractice and Maladministration Policy**

## **Choreographytogo Training Provider**

Date: 24 November 2025

**Signed:**

A handwritten signature in black ink, appearing to read 'R Holmes', with a horizontal line underneath.

Rachel Holmes, Director

## **Review Arrangements**

Choreographytogo reviews this policy annually and updates it in response to regulatory changes, customer feedback, or centre/learner needs.

## **Reporting Suspected Malpractice or Maladministration**

Any suspected case must be reported immediately in writing. Reports should include:

- Centre name and address
- Learner name and registration number
- Staff involved
- Qualification affected
- Description of incident
- Outcome of any initial investigation

## **Definition of Malpractice**

Deliberate acts, neglect, or practices that compromise assessment integrity, qualification validity, certification or reputation.

## **Definition of Maladministration**

Non-compliance with administrative requirements, persistent errors, or poor record keeping.

## **Examples of Maladministration**

- Failure to follow registration processes
- Delayed responses
- Incorrect certification claims
- Poor record management
- Misuse of branding

## **Examples of Malpractice**

- Denying access to authorised personnel
- Fraudulent claims
- Evidence forgery
- Collusion
- Plagiarism or cheating
- Loss/breach of confidential materials

## **Centre Responsibilities**

Centres must ensure:

- Staff training and compliance
- Clear roles and responsibilities
- Effective quality assurance
- Annual standardisation
- Learner awareness of authenticity
- Accurate documentation

## **Contact Details**

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## **Authenticity and Plagiarism Guidance**

Learners must produce their own work, reference all sources, and avoid collusion. Cheating includes copying, purchased work, unreferenced online material, or false claims.

## **Signs of Plagiarism**

- Inconsistent writing style
- Mixed formatting
- Strong intro/conclusion with unrelated middle content

Assessors must verify authenticity through questioning and internal checks.