

Canoe England Procedures for Dealing with Malpractice

Reporting Malpractice to BCUAB

Canoe England will report to BCUAB any malpractice that is suspected on the part of candidates, centre staff, or any others involved in providing the BCU Awarding Body's UKCC qualifications. The Canoe England Delivery Centre Manager is responsible for making all centre staff aware of these malpractice procedures and for reporting to BCUAB any suspected malpractice brought to his/her notice. Malpractice can also be reported by other Canoe England personnel, candidates, and others with the knowledge of the suspect assessment activity or evidence. Suspected malpractice should be reported to Canoe England Delivery Centre Manager, or direct to the BCUAB Qualifications Coordinator.

Examples of Malpractice

Examples of malpractice include:

- impersonation during assessment;
- plagiarism (the evidence supplied not being the candidate's own work);
- claiming certificates on the basis of falsified records (including cases where the candidate is still working towards the qualification after the certificate has been claimed);
- providing unauthorised help to candidates with assessment tasks and not assessing all aspects which are supposed to be assessed.

This list is far from exhaustive; any suspected malpractice must be reported to BCUAB. Where Canoe England personnel are unsure as to whether the suspect activity or evidence suggests or constitutes malpractice, they will contact Canoe England Delivery Centre Manager or BCUAB Qualifications Coordinator, who will clarify the position.

Failure to Report Malpractice

Canoe England are aware that their failure to cooperate with the requirement to report any suspected malpractice can lead to the withholding of certificates and to future entries and/or registrations not being accepted. Canoe England Trainers and Assessors who fail to report suspected malpractice will be investigated and may have their provider status suspended.

Monitoring and Investigating Malpractice by the BCUAB

The BCU Awarding Body will monitor all incidences of malpractice – whether reported by the Canoe England Delivery Centre Manager, by other centre staff, by candidates, or by others with the knowledge of the suspect assessment activity or evidence, including BCUAB External Verifiers, who are obliged to record any suspected malpractice in their reports on centre visits.

Moreover, BCUAB will conduct a full investigation into all instances of alleged or suspected malpractice whenever they have grounds to doubt the integrity of the assessment process and/or the legitimacy of claims for certification and will take such action, with respect to the candidates and/or centres concerned, as is necessary to maintain the integrity of the relevant qualifications.

All centre investigations will be instigated by the Awarding Body Manager, who will call on the Senior External Verifier or External Verifiers to investigate the allegations/evidence related to the alleged malpractice. In the interests of impartiality, the Manager will ensure that the personnel who carry out these investigations on behalf of the awarding body have had no involvement with the centres concerned.

Whenever BCUAB find evidence that certificates may be invalid, they will inform the regulatory authorities and agree with them on an appropriate remedial action.

Possible Remedial Actions

The actions taken as a result of each investigation that confirms malpractice will be commensurate with its gravity. They will range from an entry in the centre's action plan to suspending the right of the centre to claim certificates until BCUAB are satisfied that adequate safeguards are in place to guarantee the validity of the certificates being claimed. In extreme cases, where there has been an irretrievable breakdown in qualifications' management and quality assurance, they may withdraw Canoe England Centre approval in respect of the qualifications affected.