



# Malpractice and Maladmin Policy

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GLOBAL EDUCATION PLATFORM  
(GEP)

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# Global Education Platform - Malpractice and Maladmin Policy

## 1. Introduction and Policy Statement

Global Education Platform performs and maintains comprehensive quality assurance processes and procedures. These procedures are designed to safeguard Global Education Platform integrity as a business and as an Educational Organisation, and are also designed to ensure the validity of Delivering qualifications assessment methodology. In particular, Global Education Platform maintains up-to-date policies for staff and students in order to meet any requirements stipulated by the regulatory authorities.

This Malpractice and Maladministration: Guidance policy is designed to provide definitions of what constitutes malpractice (including maladministration), and gives guidance to employees and to learners on:

- Investigation of alleged instances of malpractice
- Dealing with identified malpractice
- Punitive measures and sanctions imposed by Global Education Platform in cases where malpractice is severe, frequent, or deliberate enough to warrant such measures.

## 2. Definitions of Malpractice and Maladministration

**Malpractice** is a term that covers any act, dereliction, default or other practice which is deemed to be in breach of Global Education Platform standards, which can in turn lead to the undermining of the integrity of Global Education Platform qualifications and units, and/or Global Education Platform processes of assessment, verification, and certification. It also includes any act which damages (or which attempts to damage) the reputation, authority or credibility of Global Education Platform or any employee or associate of Global Education Platform. This includes the attempt (or planning) of any act that would similarly breach Global Education Platform standards regardless of the relative success or failure of the plan or attempt. Note that malpractice may have further definitions as stipulated by the regulatory authorities.

**Maladministration** is the mismanagement of administrative aspects of qualification provision by Global Education Platform. Maladministration is often unintentional, and

may be superficial or infrequent enough not to warrant suggestion of malpractice. Any instances of maladministration must however be addressed in order to prevent their reoccurrence and/or development into a more significant issue.

### **3. Employee Malpractice and Learner Malpractice**

Centre malpractice includes any form of malpractice which breaches the security of Global Education Platform qualification assessment and/or which impedes the fair assessment of learners' work outside of the requirements set by Global Education Platform and the regulatory authorities. It can also refer to any form of maladministration which unfairly alters the assessment marks given to learners. Learner malpractice is any form of malpractice committed by a learner at any stage in the course of one or more assessments relating to the unit/qualification concerned.

### **4. Confidentiality**

Information and evidence generated through investigative procedures is likely to be sensitive. At all stages of an investigation, Employees must ensure that the security of information provided will be assured, and that personal information will remain confidential and protected, in accordance with the principles and detail of the Data Protection Act (1998) and all subsequent revisions and updates to that Act.

### **5. Global Education Platform Punitive Measures and Sanctions**

During and after any investigation into learner malpractice, Global Education Platform reserves the right to take punitive measures and/or to impose sanctions as deemed necessary by Global Education Platform Responsible Officer. These measures and sanctions will usually only remain in place until the circumstances warranting their imposition are resolved. For example, in cases where alleged malpractice is found after investigation to be baseless, any punitive measures/sanctions will be withdrawn immediately.

The gravity and scope of any incidence of malpractice will inform any decisions that Global Education Platform makes with regard to carrying out punitive action or to impose sanctions. Any punitive measures taken by Global Education Platform are designed to protect its integrity as an Educational Organisation, and the integrity and quality of its qualifications. Please also see Global Education Platform Sanctions Policy for details on these and the sanction application procedure. Measures taken and sanctions imposed by Global Education Platform may include, but are not necessarily limited to, the following:

- Discredit - The decision to discredit/discount a learner's work will only be taken after an investigation into malpractice is complete, and the malpractice is proven as actual through the generation of appropriate evidence. Discrediting work may lead to a grade of fail/non-achievement for a learner in a given unit or units, or in some cases, may lead to the disqualification of a learner from an Global Education Platform programme altogether.
- Invalidation/Recall of Certificates - Certificates will be invalidated and recalled only if and when an investigation into malpractice reveals that the certificates were unfairly or fraudulently awarded.

## 6. Right of Appeal

Staff as well as learners should remain aware that they have the right to appeal any decisions made in regard to actual malpractice being proven. Please see Global Education Platform Appeals Policy for full details of the processes involved. Individuals who suspect malpractice, but who are afraid to report it or to make the allegations themselves, should also realise that they are protected under the same principles as apply to Global Education Platform employees themselves. See Global Education Platform 'Whistleblowing Policy' for full details.

### 8. Reporting Channels and Contact Points

All suspected cases of malpractice or maladministration should be reported to the designated Malpractice Officer or Integrity Team within the Global Education Platform (GEP). If an employee or learner feels uncomfortable reporting through the main channels, they may contact the Human Resources Department.

GEP prioritises confidentiality in all reports. To protect the identity of the reporter:


- Anonymous Reporting: Individuals may choose to report anonymously through the online reporting form. This form requires no personal information and protects the identity of the reporter.
- Confidentiality Assurance: For those who provide identifying information, their identity will only be disclosed on a need-to-know basis, such as to key personnel managing the investigation.

- Data Protection: Any information provided will be securely stored in compliance with the Data Protection Act (1998) and subsequent updates, ensuring that data privacy is maintained at all stages.

GEP promotes an open environment where employees and learners feel comfortable raising concerns. To build trust, all stakeholders are encouraged to report any suspicions without fear of judgment or reprisal. Regular workshops and training sessions will inform the GEP community about reporting procedures, importance, and protection mechanisms.

This Malpractice and Maladministration Guidance Policy will be formally reviewed annually to ensure it aligns with current legal standards, educational best practices, and internal organisational changes. In addition to the annual review, the policy may be reviewed on an interim basis in response to significant regulatory updates, incidents of malpractice or maladministration, or recommendations from external audits or stakeholders.



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