

TRUE YOGA: ASSESSMENT MALPRACTICE AND MALADMINISTRATION POLICY

I General

1. True Yoga is committed to the delivery of a fair and transparent academic assessment process. Any malpractice or maladministration will therefore be treated very seriously.
2. This policy is intended for use by those involved in the delivery and management of True Yoga courses and qualifications, be they assistant teachers, course directors, officers of True Yoga or any other person so involved.
3. All those involved in the delivery of qualifications have a professional duty to uphold this policy.
4. Students should be made aware of the Academic Integrity and Misconduct Policy (see www.trueyoga.co.uk/policies) and any action failing to meet the academic integrity expected of them will be actioned under the Academic Integrity and Misconduct Policy.

II Definitions

1. Malpractice refers to any intentional action or practice which compromises or threatens to compromise the process and integrity of assessment, and as a result the validity of the result or certificate awarded.

Malpractice includes but is not limited to:

- (i) Any improper assistance given by those involved in the academic process to students
 - (ii) Falsifying students' records
 - (iii) Failing to keep students' work secure
 - (iv) Fraudulently certifying a student as having completed a course when they have not done so
 - (v) Persistent maladministration
2. Maladministration refers to any practice that impedes compliance with administrative regulation or delivery whether deliberate or not. Maladministration may be accidental or a result of incompetence or a simple mistake.

Maladministration includes but is not limited to:

- (i) Failing to adhere to regulations
- (ii) Failing to provide reply to requests for material within a reasonable time frame
- (iii) Failing to keep adequate and appropriate records
- (iv) Failing to give access to material when requested to do so.

III Procedure for dealing with suspected malpractice and maladministration

1 Reporting malpractice and maladministration

- 1 Anyone suspecting malpractice or maladministration should report the matter to the course director in the first instance. Where there are concerns about the course director themselves the matter should be raised with the external accrediting body.
- 2 Where matters of malpractice or maladministration have been raised with the course director he or she must inform the IQA for that course within 48 hours. matter to the attention of the IQA within 48 hours.
- 3 Where a course is externally accredited the matter will also be investigated under the policy of that organisation. Members of True Yoga will use their best endeavours to facilitate any investigation by that organisation.
- 4 True Yoga may also conduct their own investigation and where so doing, must liaise with the accrediting body as in III.1.3 above.
- 5 Any internal investigation conducted by True Yoga will be undertaken by the Course Director who may nominate an officer to assist them in the investigation. Written records of all investigations, interviews, telephone calls and action taken will be kept for three years.
- 6 The individual concerned has a right to make written and verbal representation.
- 7 The course director is free to impose any sanction they deem proportionate and reasonable having taken consideration of all matters before them. The final decision as to any action taken lies with them. Any investigation and decision must be taken within 20 working days of the matter being referred to them and notified to all parties involved in the investigation.
- 8 The course director may issue or impose (a):
 - (i) Decision that there was no malpractice
 - (ii) Verbal or written warning
 - (iii) Conditions on the work of the individual
 - (iv) Suspension from their role on the course
 - (v) Dismissal from their role on the course
 - (vi) Referral to any other professional body of which they are a member
- 9 An individual has a right of appeal in line with the complaint's policy.

Whistleblowing

Anyone raising concerns in line with this policy will be protected under the organisation's Whistleblowing policy (see www.trueyoga.co.uk/policies) and any current legislation.