



OUTWARDLY MOBILE FIRST AID

S.V.Q. Assessors, Verifiers and Candidate Malpractice Policy

DEFINITIONS OF MALPRACTICE:

Immoral, illegal, or unethical professional conduct or neglect of professional duty
Breach of codes of conduct either by the assessor, verifier and/or candidate.

OUTWARDLY MOBILE'S VIEW ON MALPRACTICE

Assessors/Verifiers:

Outwardly Mobile will not tolerate any form of malpractice as defined above, and termination of contract will be immediate if such malpractice brings Outwardly Mobile into disrepute or causes harm to anyone.

Candidates:

Any suspected cases of candidate malpractice will result in withdrawal from the SQA accredited programme and reported to the SQA.

Any suspected cases of centre malpractice will be reported to SQA.

EXAMPLES OF MALPRACTICE

Assessor/Verifier:

Falsifying candidate evidence

Forgery of signatures.

Breach of confidential information.

Careless or negligent use of information obtained during the course of assessment.

Falsifying time sheets or expense claims

Behaviour deemed as unprofessional as defined by the Scottish Qualifications Authority Assessment Centre Agreement

Contravention of the awarding body assessment strategy that results in direct discrimination or disadvantage to a candidate.

Candidate:

Falsifying of evidence

Forgery of signatures.

Breach of confidential information.

Careless or negligent use of information obtained during the course of assessment.

Behaviour deemed as unprofessional as defined by the Scottish Qualifications Authority Assessment Centre Agreement

Contravention of the awarding body assessment strategy that results in direct discrimination or disadvantage to service users.

PROCEDURE TO BE UNDERTAKEN IF MALPRACTICE IS SUSPECTED:

- The person who initially suspects that any form of malpractice has taken place will in the first instance notify the SQA Coordinator of Outwardly Mobile.
- The SQA Coordinator will investigate the situation and submit their report to the Head of Centre.
- The SQA Coordinator, together with the Head of Centre will decide on the course of action to be undertaken resulting from the investigation. This may include seeking guidance from SQA depending on the specific malpractice.
- Any form of malpractice that is immoral, illegal, unethical or results in neglect of professional duty will result in termination of contract for those employed with Outwardly Mobile.
- For a candidate any form of malpractice that is immoral, illegal, unethical or results in neglect of professional duty will in withdrawal from the SQA accredited programme and at the same time a report submitted to the regulatory body.
- The SQA Coordinator will ensure that all stages of the process are documented and inform the affected parties of outcomes promptly.
- Those parties affected are entitled to appeal against the final decision. If this course of action is intended, the appellant must notify the SQA Coordinator within 7 days and submit their appeal in writing to the Outwardly Mobile Head of Centre.
- The decision of appeal made by the Outwardly Mobile Head of Centre will be final.

RECORDING OF SUSPECTED MALPRACTICE

Records relating to suspected cases of centre malpractice will be recorded and retained for a period of three years. Any forms of malpractice that result in criminal prosecution or civil harm will be retained for five years after the case has been heard.