Owner: Andy Murphy, CEO · Reviewed: 1 August 2026 · Next review: 1 August 2027

Physical Education & Active Kids

Malpractice and Maladministration Policy

Purpose and Scope

This policy sets out how Physical Education & Active Kids will identify, prevent and address malpractice and maladministration. It applies to all staff, learners, assessors, contractors and partners.

Definitions

Malpractice refers to deliberate wrongdoing such as plagiarism, falsification of records or misuse of AI tools in assessments. Maladministration refers to poor practice resulting from neglect, error or omission.

Responsibilities

All staff, learners and contractors must comply with awarding body, Ofsted, DfE and Skills England requirements. Managers must ensure staff are trained. Learners must complete work honestly without unauthorised assistance.

Examples of Malpractice

Examples include: falsifying assessment evidence, collusion, plagiarism, misuse of AI to generate assessment responses, assessor bias, or failure to maintain accurate learner records.

Procedures

Concerns should be reported to the Designated Quality Lead. An investigation will be undertaken, evidence gathered, and outcomes documented. Outcomes may include nullifying assessments, disciplinary action, or notifying the awarding organisation.

Sanctions

Learners may be withdrawn from programmes. Staff may be subject to disciplinary action, up to and including dismissal. Contractors may be removed from approved lists.

Monitoring and Review

The Quality Lead will review malpractice incidents annually to identify themes and improvements. This policy will be reviewed annually.