

# Maladministration and Malpractice Policy

Policy Name	Maladministration and Malpractice Policy
Approved By	Adam Collet
Contact Info	Info@schoolofwine.com.au
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## 1. Purpose and Scope

- a. The purpose of this policy is to protect the interests of WSET students and safeguard the integrity of WSET qualifications by ensuring compliance with WSET Policies and Procedures. It provides a framework for the identification, reporting and management of any potential malpractice or maladministration and for the application of sanctions.
- b. Malpractice or maladministration may include, but are not limited to the following
  - i. Failure to adhere to the terms of Centre Agreement or WSET Policies and Procedures;
  - ii. Failure to comply with the APP Code of Conduct;
  - iii. Failure to carry out course or assessment delivery in accordance with WSET requirements;
  - iv. Failure to adhere to WSET's candidate registration and certification procedures;
  - v. Late student registrations;
  - vi. Fraudulent claim for certificates/fraudulent use of certificates/reproduction or forgery of certificates;
  - vii. Withholding of information from WSET which is critical to maintaining the rigour of quality assurance;
  - viii. Insecure storage of assessment materials;
  - ix. Submission of false or inaccurate information to gain a qualification;
  - x. Cheating, including the use of unauthorised devices or materials;
  - xi. Disruptive behaviour in an exam;
  - xii. Plagiarism of any nature by students;
  - xiii. Impersonation (including forgery of signatures);
  - xiv. Any action likely to lead to an adverse effect;
  - xv. Breach of confidentiality;
  - xvi. Failure to disclose Conflict of Interest;
  - xvii. Issue of incorrect exam results/failure to issue results to students in a timely manner;
  - xviii. Unauthorised reading/amendment/copying/distribution of exam papers;
  - xix. Failure to report changes in ownership/personnel/location/facilities;
  - xx. Denial of access to information, documentation, workforce, facilities;
  - xxi. Failure to respond to WSET in a timely manner;
  - xxii. Failure to return exam papers within the specified timeframe or to follow delivery and tracking regulations;
  - xxiii. Infringement of WSET copyright, trademarks, intellectual property rights and brand identity;

- xxiv. Use of unqualified and/or unregistered educators or internal assessors;
- xxv. Misleading advertising/publicity.

2. Definitions

- a. Maladministration, where non-compliance is accidental rather than intentional; and
- b. Malpractice where non-compliance is intentional or the result of negligence

3. Procedure

- a. School of wine will implement quality management and reporting systems to ensure compliance with WSET Policies and Procedures. These will be reviewed regularly to ensure they are fit for purpose. This information will be available through the school of wine website [www.schoolofwine.com.au](http://www.schoolofwine.com.au)
- b. If the non-compliance incident occurs during a WSET exam, the Exams Officer will notify WSET by submitting the Notification of Malpractice Form

4. Contact Info

- a. If a student believes any of the above procedures have been breached they are to contact office administrator Carly Collet at [info@schoolofwine.com.au](mailto:info@schoolofwine.com.au)

5. Outcomes

- a. WSET will assign a case officer to investigate any instance of maladministration or malpractice. Sanctions may include written warnings, fines, penalties or loss of APP status.