


# Malpractice and Maladministration Policy

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## Introduction

ATC Training treats all cases of suspected malpractice and maladministration very seriously. We are committed to ensuring the integrity of our assessments, qualifications and aviation security training. All suspected or reported incidents will be fully investigated in line with this policy.

Where appropriate, ATC Training will notify the relevant Awarding Organisation of any allegations or findings of malpractice or maladministration. Awarding Organisations may undertake their own investigations and impose sanctions where required.

This policy applies to all regulated qualifications and aviation security courses delivered by ATC Training.

This policy aims to:

- Define malpractice and maladministration.
- Outline expectations for learners, staff, associates and employers.
- Provide examples of unacceptable practice.
- Describe the procedures for reporting, investigating and responding to suspected incidents.
- Explain the possible sanctions that may be imposed following an investigation.

## Scope

This policy applies to:

- All learners enrolled on ATC Training programmes.
- All employees, trainers, tutors, assessors, invigilators, exam administrators, and associates.
- Employers and agencies involved in aviation security training.
- Any third parties involved in the assessment, delivery or administration of qualifications.

## Definitions

### Malpractice

Any act, or failure to act, that compromises the integrity of assessment, the validity of a qualification, or the reputation of ATC Training or an Awarding Organisation. This includes:

- Plagiarism or academic dishonesty.
- Deliberate falsification of records or documents.
- Actions that unfairly advantage a learner or disadvantage others.
- Behaviour that undermines the reputation or authority of ATC Training or its partners.

### Maladministration

Any unintentional error, neglect or administrative failure that results in non-compliance with Awarding Organisation requirements or ATC Training procedures. This includes:

- Inaccurate record keeping.
- Persistent administrative mistakes.
- Poor assessment or registration management.

### Plagiarism

The practice of presenting another person's work, ideas, words, data or creations as one's own without proper acknowledgement. Refer to the AI and Plagiarism policy for further information.

### AI (Artificial Intelligence)

AI refers to computer systems capable of performing tasks that ordinarily require human intelligence, including natural language processing and generation. Refer to the AI and Plagiarism policy for further information.

## Responsibilities

Learners must:

- Complete assessments independently unless collaboration is explicitly permitted.
- Follow all assessment instructions, regulations and policies.
- Not engage in or attempt to engage in any form of malpractice.

ATC Training Staff, Associates and Contractors must:

- Comply with Awarding Organisation regulations and internal procedures.
- Maintain secure handling of assessment materials.
- Report suspected malpractice immediately.
- Ensure fair, valid and reliable assessment practice.

Employers / Agencies (Aviation Security Training):

- Ensure all required pre-requisite checks (e.g. aviation background and ID checks) are completed before a licence is issued.
- Provide a suitable environment and supervision to ensure assessments are completed without third-party assistance.
- Cooperate fully with investigations where required.

## Aviation Security Training

### Pre-requisite

Employers must ensure that any individuals assigned access to CAA-approved aviation security training have completed the required pre-requisite checks, e.g. the aviation background check and ID check. This must be done before assigning a license to the candidate.

### Supervision

Employers (or agencies) must ensure that the individual completes the course in a distraction-free environment, with appropriate supervision and/or safeguards to prevent the candidate from receiving assistance from a third party when completing any required assessments.

## Examples of Malpractice

### Learner Malpractice

This includes, but is not limited to:

- Obtaining assessment or exam materials without authorisation.
- Impersonating another learner or allowing impersonation.
- Submitting work completed by another individual.
- Collusion with other learners where collaboration is not permitted.
- Plagiarism or misrepresentation of original work.
- Using AI tools to generate answers submitted as their own work.
- Possession of unauthorised materials or electronic devices during an assessment.
- Communicating with others during an exam where prohibited.
- Disruptive or offensive behaviour in any assessment environment.
- Falsifying documents, ID, or evidence used for assessment or special consideration.
- Fraudulent certificate claims.
- Not complying with invigilator instructions, including continuing to work after time has elapsed.

### Staff, Associate or Centre Malpractice / Maladministration

This includes, but is not limited to:

- Failure to follow Awarding Organisation regulations or ATC Training procedures.
- Knowingly allowing impersonation or collusion.
- Providing unauthorised assistance to learners.
- Tampering with, damaging or falsifying learner work or records.
- Divulging confidential learner performance or results.
- Falsifying identity documents, adjustment evidence or certificates.
- Late or inaccurate learner registrations or certification claims.
- Insecure handling of exam papers, scripts or assessment materials.
- Allowing learners to work beyond allotted time or use prohibited materials.
- Leaving learners unsupervised during examinations.
- Failure to report suspected malpractice.
- Incorrect marking, incomplete documentation, or poor record keeping.

# Reporting and Investigation

## Reporting Suspected Malpractice

- Any learner, staff member, employer or stakeholder may report suspected malpractice.
- Reports should be made to ATC Training's designated malpractice officer or centre manager.
- Reports should include as much detail as possible, with supporting evidence where available.
- All reports will be handled confidentially.
- No individual will face detriment for reporting concerns in good faith.

## Procedure

ATC Training will follow a consistent and fair investigation process:

1. Initial Review
  - Determine whether there are sufficient grounds to proceed.
2. Formal Investigation
  - Collection of evidence (statements, documents, system logs, assessment materials, etc.).
  - Interviews with relevant individuals where necessary.
3. Outcome Decision
  - Determination of whether malpractice or maladministration occurred.
  - Appropriate sanctions recommended and/or reported to the Awarding Organisation.
4. Notification
  - Individuals will be informed of the outcome and any sanctions in writing.

## Confidentiality

All information relating to malpractice investigations will be stored securely and shared only on a need-to-know basis.

## Right to Appeal

Learners or staff may appeal an outcome through ATC Training's appeals process.

## Potential Sanctions

Sanctions will reflect the seriousness and impact of the malpractice. Sanctions may be applied by ATC Training and/or the Awarding Organisation.

### Learner Sanctions

- Written warning.
- Requirement to resit an assessment.
- Invalidation of assessment results.
- Removal from the qualification (with no refund).
- Notification to employer, regulator or industry body.

### Staff / Associate Sanctions

- Written warning.
- Mandatory additional training.
- Restrictions on future involvement in assessment activities.
- Enhanced monitoring or unannounced observations.
- Referral to employer, professional body or regulator.
- Dismissal or termination of contract.

**Version History**

Version	Reason for publication/change	Date	Author
1.4	Policy review and reformatting inc. version history table. Minor wording amendments.	11/11/2024	AC
1.5	Addition of information relating to Avsec training.	23/11/2024	AC
1.5	Annual review, no amendments.	09/10/2025	AC
1.6	Update to wording, removal of AI and Plagiarism details, to move to a separate policy.	25/11/2025	AC