# COVID-19 Malpractice Policy and Procedure Addendum

July 2020

Version 1.0

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## 1. Scope

This addendum is required to ensure that VTCT maintains clear and concise guidance in relation to dealing with appeals, in accordance with Ofqual's temporary Extraordinary Regulatory Framework: Vocational and Technical Qualifications, COVID-19 Conditions and Requirements (ERF) during the Covid-19 Pandemic.

The Covid-19 Malpractice Policy and Process Addendum will remain in place until the cessation of the ERF.

## 2. Arrangements

VTCT will investigate all alleged malpractice following normal procedures outlined in VTCT's Malpractice Policy and Procedure. However, timelines indicated for dealing with individual cases may be extended due to COVID 19 (see *2.1 COVID-19 Malpractice Investigation – Flowchart/Timelines*).

VTCT will prioritise alleged malpractice relating to centres in respect of the following:

- Failure by a Head of Centre submit the required declaration(s) when approving and submitting their Centre Assessment Grades and rank orders
- Failure by a centre to appropriately manage any conflicts of interest within a centre
- Centre Estimated Grades and/or rank orders being released to learners, parents or carers prior to the release of results
- Unusual behaviour including creating entries for learners for examinations who had not intended to enter for June 2020 awarding series or additional unit entries for a specific qualification without discussion with VTCT
- Failure to submit Centre Estimated Grades and rank orders which have been derived objectively and honestly by a group of tutors/assessors that represent the grades that learners would have been most likely to achieve if they had sat their assessments as planned
- Failure to submit Centre Estimated Grades and rank orders which fair and honest and without bias.
- Centre staff have been unreasonably pressured into making changes to their Centre Estimated Grades and rank order judgements or making such changes themselves without reasonable grounds, or learner adaptations for completing learners
- Failure to accurately report learner's completed units for vocational qualifications
- Falsified Internal Quality Assurance records identified by VTCT's External Quality Assurance processes
- Alleged bribery in relation to awarding of specific grades to specific individuals

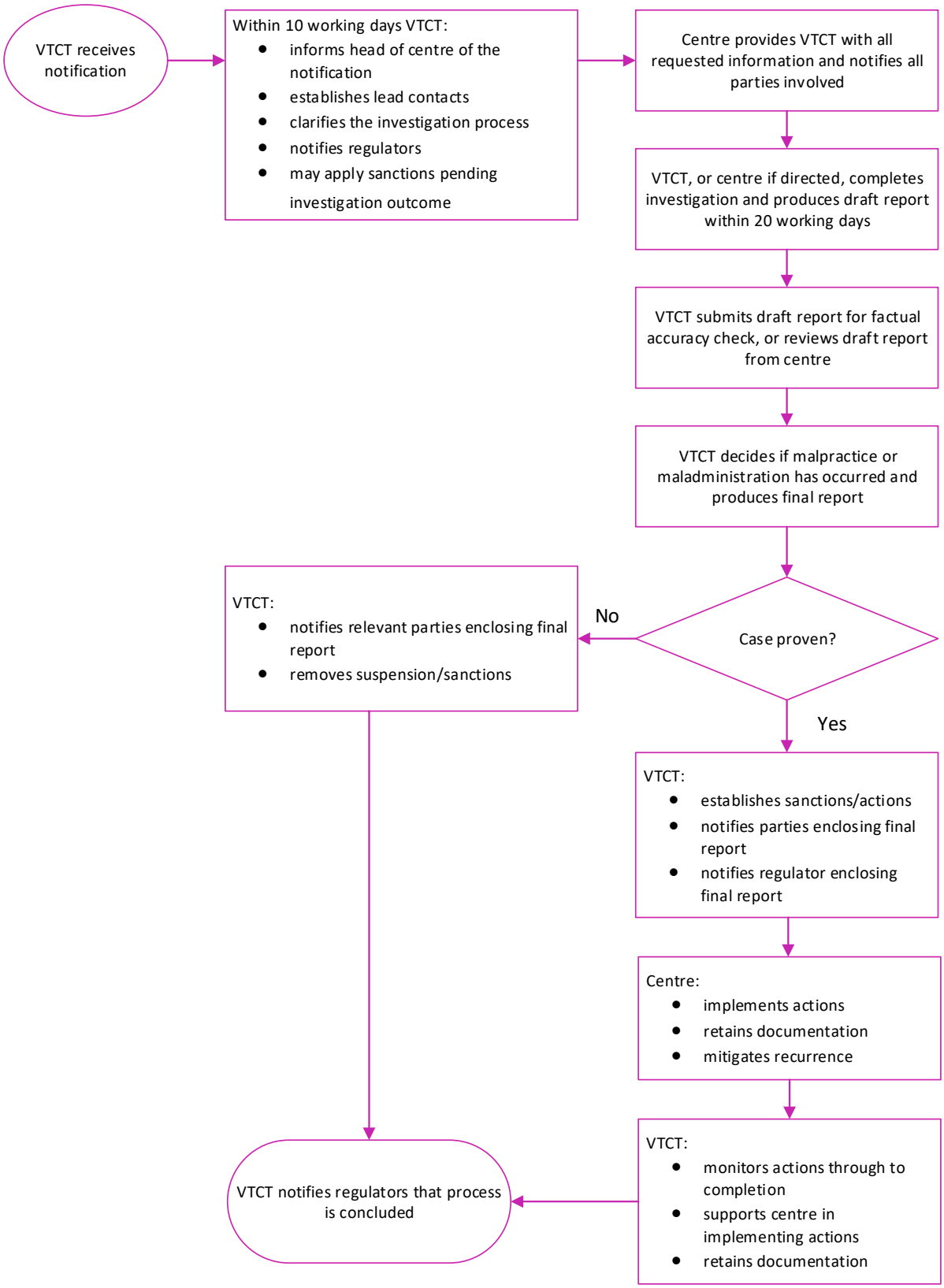
VTCT will prioritise alleged malpractice relating to learners in respect of the following:

- Learners influencing lecturer's judgements in respect of grades
- Learners submitting false evidence which is identified by VTCT's External Quality Assurance processes

This list not exhaustive and is in addition to the list with in VTCT's Malpractice Policy and Procedure.

## 2.1. Covid-19 Malpractice Investigation – Flowchart/Timelines

**COVID-19 Malpractice Investigation – Flowchart/Timelines**



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