

TITLE	POLICY AND PROCEDURE FOR REPORTING MALPRACTICE
<p>Objective</p>	<p>Trinity College London ('Trinity', 'the company', 'we') is committed to upholding the integrity of its qualifications. We believe that a culture of openness and accountability at every stage of the delivery of our qualifications is vitally important for building the trust and respect of our customers and stakeholders. The aims of this policy are threefold:</p> <ul style="list-style-type: none"> • To encourage you to raise concerns about malpractice • To re-assure you that your concerns will be taken seriously • To provide information about how to raise your concerns and to explain how Trinity will respond
<p>Scope</p>	<p>This policy is aimed at:</p> <ul style="list-style-type: none"> • Candidates • Parents or guardians of candidates • Teachers • Staff at Registered Exam Centres
<p>What is malpractice?</p>	<p>Malpractice means any act or omission, or attempted act or omission, that:</p> <ul style="list-style-type: none"> • Breaches Trinity's rules and regulations for its exams • Compromises the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or • Prejudices or otherwise damages the authority, reputation or credibility of Trinity as an independent exam board or damages the authority, reputation or credibility of a Registered Exam Centre or its staff (including any contractor, consultant or other person acting on the centre's behalf) <p>For further guidance on what constitutes malpractice, see Trinity's policy on Malpractice and Maladministration.</p> <p>Malpractice covers a wide range of concerns. The types of activity that should be disclosed include:</p> <ul style="list-style-type: none"> • Fraud and financial maladministration • Bribery and corruption • Physical, emotional or sexual abuse • Failure to comply with legal obligations • Endangering of an individual's health and safety • Breaches of Trinity's rules and regulations • Cheating and other unfair practices

	<ul style="list-style-type: none"> Deliberate concealment of information relating to any of the above
Reporting malpractice	<p>Reporting an instance of malpractice is different from making a complaint or appeal. A complaint is usually a grievance and could relate to poor administration or customer service. Appeals are generally made against the outcomes of assessment. Malpractice, on the other hand, involves misconduct or illegal behaviour.</p> <p>Should you wish to make a complaint or lodge an appeal rather than report malpractice, Trinity's policies for making complaints and appeals can be found at www.trinitycollege.co.uk/policies</p>
Reporting procedure	<p>Raising a concern</p> <p>If you have a concern that malpractice has taken place in relation to a Trinity qualification, you should address your concerns directly to Trinity's Examinations Security Officer using one of the ways to contact us set out at the end of this policy.</p> <p>Trinity's response procedure</p> <p>Trinity will evaluate your concern and may ask you for more evidence or information, using the contact details you provided in the Malpractice Report Form.</p> <p>Trinity will decide whether and how to pursue the issue expressed by you. You will receive an update on any course of action taken within 10 working days of raising the concern.</p> <p>Upon conclusion of any investigation, Trinity will provide you with a summary update of outcomes given the need to protect confidentiality. This will be done within 10 working days of the conclusion of the investigation.</p> <p>Depending upon the nature of the concern raised and the evidence for it, Trinity may report the matter to its regulator (Ofqual) and other awarding organisations offering the same or similar qualifications.</p>
Anonymity	<p>You are encouraged to give your name when raising concerns. A concern expressed anonymously is much less powerful and is often more difficult to investigate. When taking the decision whether to investigate an anonymous allegation, Trinity will take into account the seriousness of the issues raised, the credibility of what is being said and the likelihood of confirming the allegation from other sources.</p>
Confidentiality	<p>Trinity will always endeavour to keep your identity confidential where asked to do so, although by law and regulation we may need to disclose your identity to:</p> <ul style="list-style-type: none"> The police, fraud prevention agencies or other law enforcement agencies (to investigate or prevent crime, including fraud);

	<ul style="list-style-type: none"> • The courts (in connection with court proceedings); • Another person to whom we are required by law to disclose your identity; • The national regulator responsible for the standards of the qualification(s) concerned. <p>You should also be aware that you may be identifiable by others due to the nature or circumstances of the disclosure.</p>
How to contact us	<p>The best method of receiving your disclosures is through the Malpractice Report Form on page 4 of this document. Alternatively, you can email your concerns to us at reporting@trinitycollege.com or post them to:</p> <p>Examinations Security Officer Trinity College London Blue Fin Building 110 Southwark Street London SE1 0TA United Kingdom</p>
Retention and storage of personal data	All personal data collected as part of this procedure will be stored securely at all times, in accordance with Trinity's Data Protection Policy and Privacy Statement, which can be viewed here .
Review	This policy is subject to review at the discretion of Trinity's Executive and/or as required by changes to legislation
Effective date	23 May 2018
Date of next review	23 May 2019

Document Owner and Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements.

This policy was approved by Trinity's Executive on 23 May 2018 and is issued on a version controlled basis under their signature.

Document History				
	Details of Amendments	Date	Owner	Approved
0.1	Policy updated to incorporate GDPR requirements	14.05.2018	Compliance Manager	
0.2	Update to methods of contacting Trinity	10.08.2018	Examinations Security Officer	

TITLE	MALPRACTICE REPORT FORM
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Section 1 – Contact Information

Title (Mr/Mrs/Ms/Dr

Surname:
First name:

Name of registered exam centre/organisation:

Your email:
Your phone number:

Section 2 – Malpractice Concern Details

Qualification(s) affected:

Number of candidates affected:

Details of the matter of concern: