



WSET
APPROVED
PROGRAMME PROVIDER

Malpractice and Maladministration Policy

Introduction

Barrels&Beyond will ensure that their delivery and administration of any WSET® coursework, qualification and examinations complies in all respects with the rules, regulations and procedures as per the guidelines set by WSET®.

Failure to abide by these criteria will be considered Malpractice and/or Maladministration and may affect our ability to continue teaching WSET® qualifications.

Scope:

The goal of *Barrels&Beyond* Malpractice and Maladministration policy is to protect both the interests of students and the integrity of WSET qualifications by ensuring compliance with WSET Policies and Procedures. This policy provides a framework for the identification, reporting, and management of potential malpractice or maladministration.

Definition of Maladministration

Maladministration is essentially any activity or practice which results in non-compliance with administrative regulations and requirements and include the application of persistent mistakes or poor administration.

Definition of Malpractice

Malpractice is essentially any activity or practice which deliberately contravenes regulations and compromises the integrity of the learning and assessment process and/or the validity of qualifications.

Malpractice examples which includes, but is not limited to:

- misuse of examination material
- behaving in such a way as to undermine the integrity of the examination

- disruptive behaviour in the examination room (including the use of offensive language)
- bringing unauthorized material into the examination room, mobile phones or other electronic devices
- obtaining, receiving, exchanging or passing on information which could be examination-related (or attempting to) by any means before the end of the examination
- impersonation; pretending to be someone else, or arranging for another person to take one's place in an examination
- copying from another candidate
- collusion; working collaboratively with other candidates

This is serious. In the event of student malpractice, a student may be given a written warning, an examination result could be declared null and void, they could be disqualified from a qualification, or the student could even be disqualified from participating in any courses or assessments leading to WSET qualification.

Barrels & Beyond Malpractice and Maladministration Procedure

We will treat all allegations or reports of suspected malpractice and/or maladministration seriously and conduct a full investigation into such allegations.

Procedures:

Procedure for making an allegation of malpractice or maladministration:

Anybody who identifies, or is made aware of suspected or actual cases of malpractice or maladministration at any time, must immediately notify the Main Contact at *bharat@barrelsandbeyond.com*

The notification should be in writing/email and enclose appropriate supporting evidence.

All allegations must include (where applicable):

- Candidate's name (where a candidate is involved);
- Barrels&Beyond's staff member(s)' name and job role (where staff are involved);
- Nature of the suspected or actual malpractice or maladministration, and associated dates and details;