



THE LINK TRAINING ACADEMY

MALPRACTICE, MALADMINISTRATION, ACADEMIC INTEGRITY AND AI MISUSE POLICY

2026-2027

Document Control

Item	Detail
Policy Title	Malpractice, Maladministration, Academic Integrity and AI Misuse Policy
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Policy Owner	Directors
Responsible Lead	Lead IQA
Approved By	Board of Directors
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1. Purpose

The Link Training Academy is committed to maintaining the integrity, validity and credibility of all qualifications, apprenticeship programmes and training provision.

This policy establishes the framework for:

- Preventing malpractice and maladministration.
- Maintaining academic integrity.
- Managing plagiarism, collusion and cheating.
- Managing Artificial Intelligence (AI) misuse.

- Protecting learner achievement.
- Meeting Awarding Organisation requirements.

The organisation adopts a zero-tolerance approach to deliberate malpractice.

2. Scope

This policy applies to:

- Learners
- Apprentices
- Staff
- Contractors
- Associates
- Internal Quality Assurers
- External contributors

across all regulated qualifications and apprenticeship programmes.

3. Regulatory Framework

This policy supports compliance with:

- Ofqual General Conditions of Recognition.
 - Department for Education requirements.
 - Department for Work and Pensions Apprenticeship Funding Rules.
 - Current Ofsted inspection expectations.
 - Awarding Organisation requirements.
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4. Definitions

Malpractice

Any deliberate act, default or practice that compromises:

- Assessment integrity.
- Qualification validity.

- Certification processes.
- Learner outcomes.

Maladministration

Any unintentional act, omission or failure to follow procedures which may affect:

- Assessment validity.
- Learner outcomes.
- Regulatory compliance.

Academic Misconduct

Any behaviour designed to gain an unfair advantage during learning or assessment activities.

5. Examples of Malpractice

Examples include:

- Plagiarism.
- Collusion.
- Impersonation.
- Contract cheating.
- Falsification of evidence.
- Fabrication of records.
- Assessment fraud.
- Breach of examination security.
- Deliberate misuse of AI.
- Assessor malpractice.
- IQA malpractice.
- Certification fraud.

This list is not exhaustive.

6. Examples of Maladministration

Examples may include:

- Failure to follow procedures.
- Administrative errors.

- Inaccurate record keeping.
 - Registration errors.
 - Missed deadlines.
 - Failure to implement quality assurance arrangements.
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7. Artificial Intelligence

The organisation recognises that AI technologies are increasingly used within education.

AI use is not automatically malpractice.

However, misuse of AI may constitute malpractice where learners:

- Present AI-generated work as their own.
- Fail to declare AI use where required.
- Use AI in breach of Awarding Organisation requirements.
- Misrepresent authorship of assessment evidence.

Staff should ensure that learners understand the organisations expectations regarding the ethical and appropriate use of artificial intelligence technologies and any relevant Awarding Organisation requirements

The organisation may utilise:

- GPTZero
- Plagiarism detection systems
- Authorship verification tools
- Other approved technologies

to support assessment integrity.

The output of AI-detection software will not be used as the sole basis for any malpractice decision.

Professional judgement, learner discussion, assessment evidence and Awarding Organisation guidance will always be considered.

8. Responsibilities

Directors

Responsible for:

- Oversight of compliance.
- Review of serious cases.
- Regulatory reporting where required.

Lead IQA

Responsible for:

- Investigating concerns.
- Liaising with Awarding Organisations.
- Monitoring trends.
- Maintaining records.

Tutors and Assessors

Responsible for:

- Promoting academic integrity.
- Detecting concerns.
- Following procedures.
- Reporting suspected cases.

Learners

Responsible for:

- Submitting authentic work.
- Following assessment rules.
- Cooperating with investigations.

9. Safeguarding Considerations

Concerns relating to labour exploitation, employer misconduct, modern slavery or inappropriate workplace practices involving apprentices will be treated as safeguarding concerns and managed in accordance with safeguarding procedures

Where concerns raise issues relating to:

- Abuse
- Exploitation
- Coercion

- Fraud
- Modern slavery
- Criminal activity

the matter will also be managed through safeguarding procedures.

Safeguarding responsibilities take precedence where learner welfare may be affected.

10. Reporting

All suspected incidents must be reported promptly to:

- Lead IQA
- Quality Lead
- Director

using the appropriate reporting arrangements.

Awarding Organisations will be informed where required.

11. Investigation

All allegations will be:

- Investigated fairly.
- Managed confidentially.
- Supported by evidence.
- Recorded appropriately.

Individuals will be given the opportunity to respond.

12. Possible Outcomes

Individuals may appeal relevant decisions in accordance with The Link Training Academy's Appeals Policy and Procedure and any applicable Awarding Organisation requirements.

Outcomes may include:

- No case to answer.
 - Learning and support actions.
 - Resubmission of work.
 - Additional assessment activity.
 - Qualification sanctions.
 - Staff disciplinary action.
 - Notification to Awarding Organisations.
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13. Monitoring and Review

The organisation will monitor:

- Incidents.
- Trends.
- Awarding Organisation feedback.
- EQA actions.

Findings will contribute to quality improvement planning.

14. Related Documents

- Appeals Policy and Procedure
- Internal Quality Assurance, Assessment and Continuous Improvement Policy
- Assessment Authenticity, AI, Plagiarism and Academic Misconduct Procedure
- Safeguarding and Child Protection Policy and Procedures
- Data Protection and Information Governance Policy
- Information Technology, Cyber Security, Online Safety and Acceptable Use Policy
- Whistleblowing, Fraud Prevention and Anti-Bribery Policy