

MALPRACTICE POLICY AND PROCEDURES

This APP administers WSET® qualifications in line with the Code of Practice and Invigilation Instructions, as provided in the Operating Handbook, and Examination Regulations and Specifications. These regulations are issued by WSET® Awards. The regulations cover the behaviour of staff within the APP and the conduct of our students and will cooperate fully with any investigation by WSET® Awards.

The headings below list the categories of malpractice by APP staff and / or candidates which may adversely affect the integrity of WSET® qualifications and certification. These examples are not exhaustive and are intended as guidance to APPs and their candidates on the WSET®'s definition of malpractice:

- A) Plagiarism of any nature by candidates.
- B) Disruptive behaviour by candidates in the examination.
- C) Candidates in breach of published Examination Regulations and APP in breach of invigilation rules of the Code of Conduct.
- D) Fraudulent use of WSET® certificates.
- E) A deliberate attempt to discredit the WSET®, or to bring the WSET® into disrepute in any way.
- F) Issue of bogus examination results.
- G) Insecure storage of examination papers.
- H) The unauthorised amendment, copying or distribution of examination papers.
- I) Failure to follow procedures or adhere to regulations as laid out in the APP Operating Handbook.
- J) Failure to administer examination in line with the assessment requirements.
- K) Breach or infringement of WSET® copyright and trademarks.
- L) Non-payment of fees for WSET® services or examinations.

Malpractice is divided into two main categories:

Major Malpractice

Major Malpractice is the serious and / or deliberate breach of conduct or serious neglect of professional duty. This category of malpractice represents a high risk to the integrity of the qualification. Major Malpractice could result in the invalidation or revocation of examination results and / or certification.

In this instance, WSET® Awards will take all appropriate action as directed by the Regulatory Authority.

An example of Major Malpractice would be, 'Fraudulent use of WSET® certificates and the issue of false examination results' or, 'a deliberate attempt to cheat in the examination.'

Minor Malpractice

Minor Malpractice is the minor and / or accidental breach of conduct, or neglect of professional duty. This could also include incidences of more major breaches not considered deliberate or malicious intent. Minor Malpractice represents a lower risk to the integrity of the qualification and would not affect examination results or certification. Examples of Minor Malpractice could include, 'failure to follow the instructions of the Invigilator.'

Reporting Malpractice

We will immediately report any potential malpractice case by candidates, educators, invigilators, or venue staff to the Quality Assurance Manager at WSET® Awards.

WSET® Awards Responsibility

WSET® Awards will confirm receipt of a report of suspected or actual malpractice within 3 working days. WSET® Awards will request supporting evidence from the APP, candidate, or other parties to validate the report of suspected or actual malpractice.

Once supporting evidence has been supplied, WSET® Awards will conduct a full investigation of the suspected or actual malpractice to identify the cause and to determine whether malpractice has actually occurred. If it is determined that malpractice has occurred, a report will be filed. This will include whether the malpractice is accidental or deliberate and represents a major or minor threat to the integrity of the qualification.

WSET® Awards will determine whether any sanctions should be applied to the APP, their staff, or the candidate concerned. Any case of malpractice that threatens the integrity of the qualification, an issue in examination results, or certification will be reported to the Regulatory Authority. Following an investigation by WSET® Awards, it may be necessary to apply one or more of the following sanctions against an individual candidate or candidates:

- A letter of warning.
- The disallowing of an examination result.
- The invalidation of a certificate and / or unit certificate and recall of certification already issued.
- Refusal of entry to future WSET® qualifications.

All decisions regarding malpractice will be communicated, in writing, within 20 working days following receipt of supporting documentation. If it is not possible to respond within this timeframe, a written response will be given providing a date for completion.

Any candidate, educator, invigilator, or APP has the right to appeal any decision made against them as detailed in the WSET® Customer Service Statement.