

Malpractice and Maladministration Policy

The aim of this policy is to protect the interests of APP students and safeguard the integrity of the APP WSET qualifications by ensuring compliance with WSET Policies and Procedures. It provides a framework for the identification, reporting and management of any potential malpractice or maladministration and for the application of sanctions. It is the intent of the APP to comply with WSET rules and regulations and to adhere to its policies in this regard..

Non-compliance with WSET Policies and Procedures generally falls into one of two categories:

1. **Maladministration**, where non-compliance is accidental rather than intentional; and
2. **Malpractice** where non-compliance is intentional or the result of negligence.

The boundaries between maladministration and malpractice are not clear-cut. Some incidents may fall into either category depending on the wider context. Some maladministration incidents may become malpractice e.g. through failure to implement corrective measures, repetition of the incident, or subsequent attempt at non-disclosure or misrepresentation. A malpractice incident may be deemed to be maladministration if there are extenuating circumstances. Whether a situation is maladministration or malpractice will be determined by WSET Awards following an investigation.

Malpractice or maladministration, by the APP or the student, may include:

- Fraudulent claim for certificates/fraudulent use of certificates/reproduction or forgery of certificates (Student);
- Submission of false or inaccurate information to gain a qualification (Student);
- Cheating, including the use of unauthorised devices or materials (Student);
- Disruptive behaviour in an examination (Student);
- Plagiarism of any nature by students (Student);
- Impersonation (including forgery of signatures) (Student);
- Any action likely to lead to an adverse effect (Student);
- Breach of confidentiality (Student);
- Failure to disclose Conflict of Interest (Student);

In the case APP actions / maladministration leads to them being disadvantaged, students are referred to the 'Complaints and appeals policy' of the APP.

Sanctions Applicable to Students	
Sanction	Description
Written Warning	The student is issued with a written warning that if the offence is repeated within a set period of time then further specified sanctions will be applied.
Exam Result Declared Null and Void	A student's exam result is disallowed. This may include invalidation and recall of a certificate already issued.
Disqualification from a Qualification	The student is disqualified from participating in the concerned qualification with immediate effect and further excluded from participating in any further WSET qualifications for a period of 12 months.
Student Disqualification	The learner is disqualified from participating in any courses or assessments leading to WSET qualifications.

Appeals

Any organisation or individual may wish to consider appealing against penalties or sanctions imposed by WSET Awards; WSET has a specific appeals process for this.