

Definition of Malpractice and Maladministration

Tasneef Training Center defines malpractice as any behavior or action that is deemed to compromise the integrity, validity, or reliability of the assessment process, including cheating, plagiarism, and falsification of evidence. Maladministration refers to any failure to follow the established policies, procedures, and regulations that may affect the quality and fairness of the assessment process.

Management Commitment

The top management of Tasneef Training Center is committed to preventing and detecting instances of malpractice and maladministration in all its activities. The center's management will establish and maintain a malpractice and maladministration committee to oversee and monitor these issues.

Prevention Measures

Tasneef Training Center will implement measures to prevent instances of malpractice and maladministration, including but not limited to:

- Providing clear instructions to candidates and ensuring that they understand the assessment process and requirements.
- Using a variety of assessment methods and techniques to reduce the risk of cheating or plagiarism.
- Ensuring that assessment materials are kept secure and confidential.
- Providing appropriate training and support to assessors and invigilators to help them identify and prevent malpractice and maladministration.

Detection Measures

Tasneef Training Center will implement measures to detect instances of malpractice and maladministration, including but not limited to:

- Monitoring and reviewing the assessment process regularly to identify any anomalies or irregularities.
- Using plagiarism detection methods to detect instances of cheating or plagiarism.
- Conducting interviews or investigations to gather evidence of malpractice or maladministration.
- Encouraging staff and candidates to report any suspected instances of malpractice or maladministration.

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Malpractice and Maladministration Policy	
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Investigation and Sanctions

Tasneef Training Center will investigate all reported or suspected instances of malpractice or maladministration. The investigation will be conducted by an impartial and competent investigator, and the center will take appropriate action based on the findings of the investigation. Sanctions may include, but are not limited to:

- Cancelling the assessment result.
- Disqualifying the candidate from future assessments.
- Taking disciplinary action against the assessor or staff member involved.
- Reporting the incident to relevant authorities or accrediting bodies.

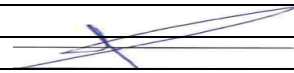
Appeals and Complaints

Tasneef Training Center will provide a fair and transparent appeals and complaints procedure for candidates who wish to challenge an assessment decision or report an instance of malpractice or maladministration. The center will provide clear instructions on how to submit an appeal or complaint and will ensure that the process is handled by an impartial and competent person or committee.

Monitoring and Review

Tasneef Training Center will monitor and review its Malpractice and Maladministration policy regularly to ensure that it remains relevant and effective. The review will include an assessment of the effectiveness of the policy and the identification of any areas for improvement.

In conclusion, the Malpractice and Maladministration policy for Tasneef Training Center will ensure that the center's assessment process is fair, valid, and reliable, and that instances of malpractice and maladministration are prevented, detected, and appropriately dealt with. This policy will help the center maintain its reputation as a reliable and trustworthy training provider and meet the expectations of its clients and stakeholders.

Approved by	Sign	
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	Date	10/04/2023