

This form is to be used by centres to report instances of suspected malpractice in relation to Laser Learning Awards/Trident Awards approved programmes; units or qualifications.

This form should be returned to LASER's Quality Manager.

Centre No:			
Centre name:			
Name of Head of Centre:			
Date of reporting all suspicions or actual incidents of malpractice/ maladministration to LASER:			
Name and role of individual who reported the malpractice:			
Date of alleged malpractice:			
Details of any internal investigation(s):	By whom:	Completed: ✓ or X	Outcome:

Individual/s Implicated	State Role (if member of staff) or enter 'Learner'	Sector/ Responsibility (applicable to staff only)

Course/programme name/s	Course dates	Run IDs

Qualification Code:	Qualification Title
Component(s)/Unit Code(s)	Component(s)/Unit(s) Title

Section B

(Please complete as relevant)

Centre/Centre Staff Malpractice

This can include falsifying, or making any changes to, candidate examinations or assessed/examined work; giving unapproved assistance to candidates in assessments/examinations; falsifying learner records, assessment/examination records, internal quality assurance records and/or authentication statement; failing to comply with requirements for qualification delivery; poor/incomplete/inaccurate assessment; failing to invigilate examinations correctly; failing to keep examination papers secure before and/or after examination; failing to conduct a proper investigation into suspected/alleged malpractice; making fraudulent claims for qualifications; discrimination against or bias towards any learner/s; persistent maladministration. (This list is not exhaustive).

Centre/Centre Staff Maladministration

This can include failing to keep complete records; failing to follow administrative procedures; making mistakes in administration; failing to register courses/learners within the required timeframe; failing to complete paperwork correctly. (This list is not exhaustive).

	Yes	No
Were examination documents stored securely/appropriately?		
Have staff been fully inducted and updated in required assessment/examination procedures?		
Has the programme been internally quality assured in the last 12 months?		
Have staff been fully inducted and updated in required administration procedures?		
Does the centre have a Malpractice/Maladministration policy?		
Has this policy been followed to date?		
Has the/have the individual/s been made aware of the allegations and their rights?		
May any other programmes/learners have been affected?		

How many programme runs have been affected?	
How long has the Malpractice/ Maladministration been taking place?	
How many learners have been affected?	

Learner Malpractice

This can include bringing unauthorised material into the assessment/examination room; cheating in assessments/examinations; plagiarism; collusion; deliberate destruction of another’s work; acting in a disruptive manner; inclusion of inappropriate, offensive or obscene material in assessment/ examination tasks. (This list is not exhaustive).

For coursework and/or internally quality assured assessments

	Yes	No
Was there an opportunity for the candidate to sign a declaration of authenticity?		
Had the candidate signed the declaration of authenticity stating that all work completed was their own?		
Was there an opportunity for the tutor/assessor/IQA to sign a declaration of authenticity?		
Had the tutor/assessor/IQA signed the declaration of authenticity?		

For examinations

	Yes	No
Was the 'Warning to Candidates' notice displayed both inside and outside the examination room?		
Was the 'Notice to Candidates' displayed in a prominent place outside of the examination room?		
Had the candidates been issued with individual copies of the 'Notice to Candidates'?		
Were candidates reminded of examination regulations at the beginning of the session?		

Section C - Further Information

In any situation, if there are any other details you feel are relevant to this allegation including mitigating circumstances, please give further information below.

Supporting Evidence

Please indicate by ticking the boxes any supporting evidence you are submitting with this report.

Evidence* being submitted with this form (appropriate documents only)	✓	Please reference document(s) clearly and enter ref:

*If no statement from the individual(s) implicated is enclosed, please tick this box to indicate that they have been given the opportunity to make a statement, but have chosen not to do so.

To be completed by the Head of Centre

Name:	
Contact telephone no:	
Signature:	
Date:	

This form must be returned to:

Laser Learning Awards,
 6 Park Court
 Pyrford Road
 West Byfleet
 Surrey
 KT14 6SD