

FONI T POLLITT

Wine Educator

MALPRACTICE & MALADMINISTRATION POLICY

Foni T Pollitt *Wine Educator* Approved Programme Provider has Maladministration and Malpractice Policies in place as follows:

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The aim of these policies is to protect the interests of our students and safeguard the integrity of WSET qualifications by ensuring compliance with our 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.

Non-compliance with Foni T Pollitt *Wine Educator* 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 **Foni T Pollitt *Wine Educator*** following an investigation.

Malpractice or maladministration may include:

- Cheating, including the use of unauthorised devices or materials
- Disruptive behaviour in an examination;
- Plagiarism of any nature by students;
- Impersonation (including forgery of signatures);

Our responsibilities include but not limited to implement quality management and reporting systems to ensure compliance with WSET Policies and Procedures. These are reviewed regularly to ensure they are fit for purpose. Should you require assistance from WSET on how best to prevent, investigate and deal with allegations of malpractice or maladministration, please contact qa@wsetglobal.com.

This is so that we can work with you to mitigate any adverse effects and to take corrective and preventive measures as needed.

Notifications should be sent to Chris Pollitt chris@mayfairlane.com.au.

Please visit WSET Quality Assurance Team qa@wsetglobal.com for any other enquiries.