

Rajitlal Institute of Management Sharjah (RIMS)

Malpractice & Maladministration Policy

Version 1.0 (2025)

Policy Authorized by Responsible Officer

Dated on: 11/08/2025



RIMS treats all cases of suspected malpractice very seriously and will investigate all suspected and reported incidents of possible malpractice. The purpose of this Policy and Procedure is to set out how allegations of malpractice in relation to all NCC Education qualifications are dealt with. The scope of the policy is to provide:

- A definition of malpractice
- Examples of student and centre malpractice and maladministration
- Possible sanctions that may be imposed in cases of malpractice.

Introduction

Malpractice means any act, default or practice (whether deliberate or resulting from neglect or default) which is a breach of NCC Education assessment requirements including any act, default or practice which:

- compromises, attempts to compromise, or may compromise the process of assessment, the integrity of any NCC Education qualification, or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of NCC Education or any officer, employee or agent of NCC Education

Malpractice can arise for a variety of reasons:

- Some incidents are intentional and aim to give an unfair advantage or disadvantage in an examination or assessment (deliberate non-compliance).
- Some incidents arise due to ignorance of NCC Education requirements, carelessness or neglect in applying the requirements (maladministration)

Malpractice can include both maladministration in the assessment and delivery of NCC Education qualifications and deliberate non-compliance with NCC Education requirements. Whether intentional or not, it is necessary to investigate and act upon any suspected instances of malpractice, to protect the integrity of the qualification and to identify any wider lessons to be learned.

Malpractice – Learners

Some examples of learner malpractice are described below. These examples are not exhaustive and all incidents of suspected malpractice, whether or not described below, will be fully investigated, where there are sufficient grounds to do so.

- Obtaining examination or assessment material without authorization.
- Arranging for an individual other than the student to sit an assessment or to submit an assignment not undertaken by the student.
- Impersonating another student to sit an assessment or to submit an assignment on their behalf.
- Collaborating with another student or individual, by any means, to complete a coursework assignment or assessment, unless it has been clearly stated that such collaboration is permitted.
- Damaging another student's work.
- Inclusion of inappropriate or offensive material in coursework assignments or assessment scripts.
- Failure to comply with published NCC Education regulations.
- Disruptive behaviour or unacceptable conduct, including the use of offensive language, at centre or assessment venue (including aggressive or offensive language or behaviour).
- Producing, using or allowing the use of forged or falsified documentation, including but not limited to:
 - personal identification
 - supporting evidence provided for reasonable adjustment or special consideration applications and
 - NCC Education results documentation, including certificates
- Falsely obtaining, by any means, a NCC Education certificate.
- Misrepresentation or plagiarism.
- Fraudulent claims for special consideration while studying.
- Failure to comply with instructions given by the assessment invigilator, ie, working beyond the allocated time; refusing to hand in assessment script / paper when requested; not adhering to warnings relating to conduct during the assessment

Malpractice - Centre employees and Stakeholders

Examples of malpractice by, assessor, and other officers, (including, internal verifier and examination administrators) are listed below. These examples are not exhaustive and all incidents of suspected malpractice, whether or not described below, will be fully investigated, where there are sufficient grounds to do so. All instances of centre malpractice will be reported to NCC Education

before any investigation takes place as NCC Education may wish to carry out their own investigation into the malpractice.

All instances of centre malpractice will be reported to NCC Education before any investigation takes place as NCC Education may wish to carry out their own investigation into the malpractice.

- i. Failure to adhere to the relevant NCC Education regulations and procedures, including those relating to centre approval, security undertaking and monitoring requirements as set out by NCC Education.
- ii. Knowingly allowing an individual to impersonate a student.
- iii. Allowing a student to copy another student's assignment work, or allowing a student to let their own work be copied.
- iv. Allowing students to work collaboratively during an assignment assessment, unless specified in the assignment brief.
- v. Completing an assessed assignment for a student or providing them with assistance beyond that 'normally' expected.
- vi. Damaging a student's work.
- vii. Disruptive behaviour or unacceptable conduct, including the use of offensive language (including aggressive or offensive language or behaviour)
- viii. Allowing disruptive behaviour or unacceptable conduct at the centre to go unchallenged, for example, aggressive or offensive language or behaviour.
- ix. Divulging any information relating to student performance and / or results to anyone other than the student.
- x. Producing, using or allowing the use of forged or falsified documentation, including but not limited to:
 - personal identification
 - supporting evidence provided for reasonable adjustment or special consideration applications
- xi. NCC Education results documentation, including certificates. Falsely obtaining by any means a NCC Education certificate.
- xii. Failing to report a suspected case of student malpractice, including plagiarism, to NCC Education.

MPRC (Mal Practice Review Committee) of RIMS will bring candidate malpractice concerns to the attention of NCC Education only if:

- the concern came to RIMS's attention after submission of internal assessment marks
- any candidate affected by a malpractice decision, who —having exhausted their right of appeal within the centre — wishes to exercise their right of appeal to NCC Education; or

- there are other exceptional circumstances, eg the RIMS believes that the malpractice case involves a criminal act.

The matter must also be reported to the police if the malpractice involves a criminal act.

Investigation Process

All investigations will be under the direction of the NCC Education Coordinator. The NCC Education Coordinator may appoint a member of staff to lead the investigation on the NCC Education Coordinators behalf and to carry out interviews with the relative parties. A MPRC (Mal Practice Review Committee) will be formed with the following members

- a. NCC Education Coordinator
- b. Exam controller
- c. Faculty Representative

All interviews will be fully documented and the person being investigated may bring representation with them to the interview.

Once the investigation has been completed the decision of the investigation will be advised to the person being investigated within 5 working days of the decision being made.

The investigated person has the right to appeal any outcome of the investigation and must do so within 5 working days of the decision being advised to them.

Any appeal will be heard by an independent person who has not been involved in the investigation.

Possible Malpractice Sanctions

- i. Following an investigation, if a case of malpractice is upheld, the MPRC may impose sanctions or other penalties on the individual(s) concerned. Where relevant MPRC will report the matter to NCC Education, and NCC Education may impose one or more sanctions upon the individual(s) concerned. Any sanctions imposed will reflect the seriousness of the malpractice that has occurred.
- ii. Listed below are examples of sanctions that may be applied to a student, or to a teacher, tutor, invigilator or other officer who has had a case of malpractice upheld against them. Please note that.

- iii. This list is not exhaustive and other sanctions may be applied on a case-by-case basis
- where the malpractice affects assessment performance, NCC Education may impose sanctions of its own.

Possible study centre actions and sanctions that may be applied to students

- A written warning about future conduct.
- Student may be required to resubmit assessment evidence
- Notification to an employer, regulator or the police.
- Removal from the course.

Possible actions and sanctions that may be applied to teachers, tutors, assessors, invigilators, and other officers

- A written warning about future conduct.
- Imposition of special conditions for the future involvement of the individual(s) in the conduct, teaching, supervision or administration of students and/or examinations.
- Informing any other Organization known to employ the individual in relation to NCC Education courses or examinations of the outcome of the case.
- MPRC may carry out unannounced monitoring of the working practices of the individual(s) concerned.
- Dismissal.

Appeals

Staff and candidates who are found guilty of malpractice can appeal the decision if they think that they have been treated unfairly.

They must appeal to the Head of Centre, with 5 days of being informed of the outcome of the malpractice investigation.

The Head of Centre, or their nominee, will arrange for a further review of the evidence, by persons who have not been previously involved in the investigation.

In addition, where malpractice is investigated by NCC Education, decisions can be appealed.

Centres have the right to appeal a decision where a case of reported malpractice by the centre has been confirmed through investigation by NCC Education. Reference must be made to the NCC Education document “The Appeals Process: Information for centres”.

Record retention

RIMS will keep records of investigations of suspected malpractice and the outcomes of these.

Where an investigation of suspected malpractice is carried out, MPRC will retain related records and documentation for three years. Records will include any work of the candidate and assessment or verification records relevant to the investigation.

In an investigation involving a potential criminal prosecution or civil claim, records and documentation will be retained for six years after the case and any appeal has been heard. If there is any doubt about whether criminal or civil proceedings will take place, we will keep records for the full six-year period.

In the case of an appeal to NCC Education against the outcome of a malpractice investigation, assessment records will be retained for six years.

How to report malpractice

Incidents of malpractice and maladministration may be reported in the following ways:

By email: quality@rajitlal.com

By post: For the attention of the Director of Quality, Training and Development
2nd Floor, Al Majaz Pearl Building,
North Park Street, Jamal Abdul Nazer Road, Al Majaz 2, Sharjah, UAE.

By phone: +971 504960480

Opening hours: 9am-5:00pm (GMT) Mon-Fri

Members of staff employed by RIMS may use one of the methods above, or alternatively should speak to the Director of Quality, Training and Development in confidence.

All reports of malpractice and maladministration will be treated in the strictest confidence. Reports made anonymously will be treated with the same seriousness as all others.