

# Education Policies

## Wine School @ Anglotime – Education Policies: WSET Training Programs

### Malpractice & Maladministration

This policy protects the interests of the WSET students and safeguards the integrity of the WSET qualification.

Non-compliance with WSET Policies and Procedures can be listed in the following 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.

Both APPs and students can commit malpractice and maladministration. There are many ways that malpractice or maladministration could occur, any malpractice, maladministration or non-compliance will be referred to the designated educator for reporting to WSET quality assurance. The Wine School @ Anglotime, working with WSET quality assurance, will take steps to remedy any matter.

### **Student Malpractice and/or Maladministration may include, but is not limited to:**

- Fraudulent claim for certificates/fraudulent use of certificates/reproduction or forgery of certificates
- Withholding of information from WSET which is critical to maintaining the rigour of quality assurance
- Submission of false or inaccurate information to gain a qualification
- Cheating, including the use of unauthorised devices or materials
- Disruptive behaviour in an exam
- Plagiarism of any nature by students
- Impersonation (including forgery of signatures)

### **APP Malpractice and/or Maladministration may include, but is not limited to:**

- Failure to adhere to the terms of Centre Agreement or WSET Policies and Procedures;
- Failure to comply with the APP Code of Conduct;
- Failure to follow WSET requirements for course delivery or exam regulations;
- Failure to follow WSET's candidate registration and certification procedures;
- Late student registrations;
- Fraudulent claim for certificates/fraudulent use of certificates/reproduction or forgery of certificates;
- Withholding critical information from WSET quality assurance;
- Insecure storage of exam materials;
- Revealing or sharing confidential exam materials with candidates ahead of an exam;
- Submitting false or inaccurate information to gain a qualification;
- Cheating or facilitating cheating, including the use of unauthorised devices or materials;
- Disruptive behaviour in an exam;

- Plagiarism of any nature by students;

If an investigation finds that Malpractice or Maladministration has occurred, sanctions may include, but are not limited to:

- The issuance of a written warning
- Exam results being declared null and void
- Student being disqualified from participating in any further WSET qualifications for a period of twelve (12) months
- Student being barred from using the WSET postnominals and/or WSET certification logos

Please refer to the complaints policy if any incident, malpractice or maladministration is witnessed.