

ntss

SAFETY • FIRE • ENVIRONMENT

MALPRACTICE AND MALADMINISTRATION POLICY

TS EN ISO 9001-ISO 21001

REVISION

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MALPRACTICE AND MALADMINISTRATION POLICY

This policy aims to ensure the integrity, reliability, and international validity of the training and assessment activities delivered by NTSS, and to prevent, detect, and manage malpractice and maladministration.

This policy applies to:

- All candidates
- Trainers and assessors
- Examination invigilators
- NTSS staff
- Business partners and service providers

and is applicable to all training, examination, and assessment activities conducted by NTSS.

Malpractice (Improper Practice): Any intentional or negligent misconduct that compromises the integrity of the assessment process, the validity of results, or the reputation of NTSS.

Maladministration: Any failure in the proper implementation of processes, procedures, or control mechanisms that results in a negative impact on quality and reliability.

NTSS Responsibilities:

- Ensures that training and assessment processes are conducted in a fair, transparent, and reliable manner,
- Establishes clear rules and ethical expectations for all parties,
- Implements necessary control and assurance mechanisms to prevent malpractice and maladministration,
- Assesses all suspicions and allegations in an impartial, objective, and confidential manner,
- Applies proportionate and consistent sanctions in cases where malpractice is identified,
- Notifies relevant accredited bodies where required,

- Promotes academic integrity and ethical behavior in all training and assessment activities.

Participants:

- All submitted work must be the candidate's own original work,
- Unauthorized assistance, copying, plagiarism, and impersonation are strictly prohibited,
- Improper use of content obtained from external sources, including Artificial Intelligence (AI), is considered malpractice,
- All parties are obliged to report any suspicious situations.

Responsibility for Implementation

The implementation of this policy is a shared responsibility of:

- Senior Management
- Head Trainer / Training Managers
- All employees and relevant stakeholders

Non-Conformities and Sanctions

In case of a breach of this policy:

- The relevant assessment may be declared invalid,
- The candidate may be deemed unsuccessful,
- Participation in training or examinations may be restricted,
- Where necessary, relevant accredited bodies will be notified.

Right of Appeal

All relevant parties have the right to appeal against decisions related to malpractice, in accordance with the procedures established by NTSS.

Further details regarding the implementation of this policy are defined in the **NTSS-QMS-PRO-02-EN Malpractice Procedure.**

APPROVED BY

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