

GLASGOW KELVIN COLLEGE

Academic Board: Friday 4th September 2026

Review of Internal Verification and Malpractice Policies

Report by Head of Enhancement & Assurance

1. Introduction

This paper provides Academic Board with an update on the review and revision of two important policies/ procedures:

- Internal Verification Policy & Procedure
- Malpractice Policy

Both of these policies have required review due to recent changes in relevant Qualifications Scotland guidelines, potentially creating compliance risks related to the College's existing procedures.

The updated Internal Verification Policy and Procedure is as Appendix A for approval.

The updated Malpractice Policy is attached as Appendix B for approval.

Since the last Academic Board meeting, the College has been required to submit advance information for two major review processes, the Tertiary Quality Enhancement Review (TQER) and Qualifications Scotland Systems Verification. To ensure staff are using an externally compliant process from the outset of AY 2026/27, and that this is reflected in information submitted for these reviews, the Internal Verification Policy & Procedure have already been subject to an 'emergency' interim launch, approved by Senior Management, to ensure staff are using a compliant process in AY 2026/27. Staff were informed of the new procedure at a Faculty Staff Quality Briefing on August 12th. The new documents have also been included in the College's revised Quality Enhancement Handbook. However, this paper seeks formal approval from the Academic Board to fully embed and confirm the policy and procedure. Any amendments required by the Academic Board can be incorporated as appropriate, in which case documents may be re-published, further staff information disseminated, and changes recorded in the version history of the documents.

The revised Malpractice Policy has not yet been published and will be published and disseminated subject to approval by the Academic Board.

2. Rationale for Review & Amendments

The Internal Verification Policy and Procedure was last reviewed in September 2025 and the Malpractice and Maladministration Policy in February 2026. Following the publication of updated Qualifications Scotland *Systems Verification Guidance for Centres* and *Systems Approval and Verification Support Materials* in April 2026, both policies have been reviewed and updated to ensure compliance with current requirements. The revised Malpractice and Maladministration Policy also incorporates recommendations arising from recent External Verification activity.

Internal Verification:

Qualifications Scotland Criterion 4.1 states that internal verification procedures must include the three stages of internal verification, which are pre-assessment, during assessment, and post-assessment.

Malpractice:

Qualifications Scotland Quality Assurance Criterion 1.5 states that the following definition of Malpractice must be used in policy documents:

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

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

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 Qualifications Scotland requirements, or carelessness or neglect in applying the requirements (maladministration).'

3. Summary of Changes

Internal Verification Policy

The Internal Verification Policy and Procedure document was updated to strengthen alignment with Qualifications Scotland requirements and Internal Verification Toolkit guidance, with greater emphasis placed on the three-stage internal verification process. The sampling strategy was also revised to ensure a proportionate risk-based approach.

Malpractice Policy

The Policy has been comprehensively reviewed and updated to ensure compliance with current Qualifications Scotland requirements, awarding organisation expectations and legislative requirements. Key changes include:

- Updated legislative references, including replacement of the Data Protection Act 1998 with the Data Protection Act 2018 and UK GDPR.
- Clarified that the Policy applies to all qualifications and awarding organisations delivered by the College.
- Adopted the current Qualifications Scotland definition of malpractice, including the definitions of deliberate non-compliance and maladministration.

- Strengthened reporting requirements, including explicit reference to notifying awarding organisations of suspected or confirmed malpractice and reporting suspected centre malpractice to Qualifications Scotland in line with current guidance.
- Updated terminology and references to reflect the transition from SQA to Qualifications Scotland.
- Added a dedicated section on the use of Artificial Intelligence (AI), confirming that AI misuse may constitute malpractice and will be investigated accordingly.
- Clarified the responsibilities of learners, staff and the College in preventing, reporting and responding to malpractice and maladministration.
- Simplified and streamlined the document to focus on policy principles and compliance requirements, with detailed operational processes retained within the associated Malpractice Procedures document.
- Updated arrangements relating to investigations, appeals, record retention and associated documentation to ensure alignment with current Qualifications Scotland and awarding organisation requirements

4. Risk & Assurance

The revised documents reduce institutional risk by ensuring College policies and procedures are compliant with awarding body requirements.

5. Resource Implications

There are no negative resourcing implications arising from this paper. Some limited staff time may be required to familiarise relevant managers and staff with the revised documentation.

6. Equality

The revised documents are compliant with any relevant external guidelines relating to equality, diversity and inclusion.

7. Data Protection

There are no data protection implications arising from this paper.

8. Recommendations

Members are recommended to:

- Approve the revised Internal Verification Policy & Procedure
- Approve the revised Malpractice Policy

9. Further Information

Members can obtain additional information on the contents of this report from Susan
Bunton – Head of Enhancement & Assurance

Glasgow Kelvin College
SB
31/08/2026