

## CIPR Malpractice Procedure

The following sets out the processes for investigation in suspected cases of malpractice by the CIPR Awarding Body (CIPR AB). This should be read in conjunction with the CIPR Malpractice Policy which lays out the processes in more detail.

1. The teaching centre markers will be the first to identify that suspected malpractice has taken place and must inform the Course Leader immediately.
2. The Course Leader will carry out an investigation and submit their findings together with the relevant script and the anti-plagiarism software report (if appropriate) to the CIPR Awarding Body (CIPR AB). This can be sent in as soon as it is available but **MUST** be submitted by the deadline for submitting completed marksheets and Internal Moderator Reports to the CIPR AB.
3. The CIPR AB will inform the relevant External Examiner and forward the script, anti-plagiarism software report (if applicable), and findings from the Course Leader to them.
4. The External Examiner will consider the evidence and advise in its External Examiner's report whether malpractice has taken place or not.
5. All cases of suspected malpractice will be discussed individually at the Board of Examiners' meeting and decisions taken as to whether malpractice has taken place or not.
6. Where malpractice is deemed **NOT** to have taken place the paper will be awarded a grade by the Board of Examiners in the usual way. The candidate will be informed of this decision by the CIPR AB and no further action will be taken against them. They will then receive their result three weeks after the Board of Examiners has taken place on the same day as other candidates.
7. Where malpractice has been proven the Chair of the Board of Examiners will provide a written report with suggested penalty recommendations to be considered by the Head of Membership & Qualifications. The CIPR AB will inform the candidate (copying in the Course Leader) that malpractice has been identified and that a recommendation regarding the severity of the penalty, by the Board of Examiners, will be put before the Head of Membership & Qualifications.
8. The Head of Membership & Qualifications will consider such recommendations, and a decision will be taken whether these are approved or not.
9. The CIPR AB will inform the candidate of the decision of the Head of Membership & Qualifications.
10. The candidate will either:
  - be allowed **ONE** more chance to submit the assessment (see Section 7 of the Course Regulations), or
  - will be disqualified from completing the qualification, and undertaking any other CIPR qualification, for a period of not less than three years. They may either be disqualified from CIPR membership or

excluded from becoming a member for a period of not less than three years and a note to this effect will be placed on their record on the CIPR database.

11. The decision taken against the candidate will be recorded on the CIPR database.
12. If the candidate is a member of the CIPR and the severity of the malpractice is sufficient to be treated as in 7.2.5 (i) of the course regulations, the report by the Chair of the Board of Examiners will be provided to the CIPR Professional Practice and Ethics Consultant who will refer the matter to the Professional Practices Committee (PPC).
13. Candidates have the right to appeal against any decision of the Board of Examiners and appeals for independent review shall be referred to the CIPR Head of Membership & Qualifications.

**CIPR Awarding Body**

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