



BENEDICT XVI CATHOLIC INSTITUTE

of Higher Education

MALPRACTICE & MALADMINISTRATION POLICY

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Maladministration in an educational institute consists of lack of care, judgment or honesty in the preparation for and conduct of examinations, in the assessment process and issuing of certificates and awards based on the results thereof. Administrative regulations and requirements in these regard have been set out to obviate breaches by tutorial and administrative staff. Such measures include rigid screening of administrative staff recruited to function in the conduct of examinations and recording results.

The Malpractice and Maladministration Policy of BCI is intended for its entire student and tutorial population and the administrative staff, and will be subject to review by its Administrative Board whenever the necessity for updating arises, and in any case once every year.

BCI will extend its full cooperation to any regulatory authority that wishes to carry out investigations that will establish the integrity of the Institute and the magnitude of the worthiness of its exams and certificates.

As instilling confidence in the minds of students is of paramount importance, granting them the full opportunity to satisfy themselves that assessments are just and reasonable and are in consonance with their performance in the respective papers will be given. Any unusual variances suspected could be permitted to be raised as issues that merit investigation into the possibilities of their arising as a consequence of suspected and deliberate malpractice.

Malpractice in the areas of recording of results in the computerized system has been eliminated by deploying two personnel to input and check independently the results of each exam of each course of studies.

References:

- [1] Benedict XVI Catholic Institute of Higher Education (BCI) By-Laws, §§ 5.0; 9.0.
- [2] BCS Higher Education Qualifications Admission Procedures, Conditions, and Regulations (BCI), §§ 1.3; 2.3.