



THE WORSHIPFUL COMPANY OF FARRIERS

MALPRACTICE PROCEDURES

It is the responsibility of all personnel involved in the WCF Diploma Examinations whether as a Candidate, Apprentice, Approved Training Farrier, Examiner, College Tutor, or Verifier, or others, who observe potential or actual malpractice, to report it immediately to the Registrar.

The Malpractice Procedures in place at each Approved Training Centres are to be used where there is conflict between these procedures and those of the ATC. The Registrar is to be informed of any such conflicts. Each ATC will hold a copy of the WCF Examination Manual.

Where there is a case which warrants further investigation, a panel convened by the Chairman of the Examination Board will investigate any malpractice. In general, candidates will be subject to the Malpractice procedures which apply at their Approved Training Centre. The National Farriery Training Agency is to be informed in every case of malpractice involving apprentices.

Candidates found guilty of malpractice will have their Diploma Award invalidated. Action will also be taken through the National Farriery Training Agency where appropriate. In the case of proven malpractice of Examiners, they will immediately be removed from The Examinations Board. The Court of the Worshipful Company of Farriers may wish to consider what further action may be appropriate.

In the case of suspected malpractice of the Approved Training Centre, the Registrar will produce a report for the Chairman of the Examinations Board. This report will, in normal circumstances, be made to the College Principal. If the malpractice involves Senior Staff at the ATC, the OFQUAL is to be informed.

In the case of a malpractice accusation involving the Registrar, the Chairman of the Examinations Board is to be informed immediately.

In any serious, or potentially serious, cases of malpractice, including any instances of the possibility of Diploma Certificates being wrongly issued, the OFQUAL is to be informed. The WCF will co-operate fully with any follow-up investigations.