

Sanctions Policy

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This document is intended for Trinity College London (TCL) personnel and authorised external parties. This document must be handled in accordance with the TCL classification policy

Sanction Policy

Printed copy of this document is uncontrolled and should not be relied upon as the most up to date version.

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Aims of the Policy

Trinity College London ('Trinity') is committed to upholding the integrity of its qualifications and ensuring that the delivery of Trinity qualifications and exams is undertaken in accordance with published centre approval criteria, the agreement between Trinity and a Registered Exam Centre ('Centre Agreement') and other requirements relating to the delivery of Trinity qualifications and exams as documented in Qualification Specifications and Centre Good Practice Guides.

Sanctions may be imposed on candidates and centres found to have committed or attempted to commit malpractice. For information about what malpractice means, please refer to Trinity's [Malpractice and Maladministration Policy](#).

This policy sets out the type and level of sanctions that may be imposed on centres or on candidates for decisions on malpractice.

Scope

This policy applies to all candidates taking Trinity qualifications and exams and to all centres registered with Trinity to provide Trinity qualifications and exams/assessments.

Candidates

If Trinity's investigation into an allegation of malpractice concludes that a candidate has engaged in malpractice, the candidate's results may be withheld indefinitely and/or the exam for each component in which malpractice has been confirmed may be voided and zero marks awarded.

In cases where there is serious future risk to the integrity of the exam a candidate may be prevented from making future enrolments for Trinity exams.

Please note that any candidate whose SELT exam is voided for malpractice will not be allowed to take another Trinity SELT exam and they will be reported to the Home Office, which could impact any existing or future visa or settlement application.

Centres

Registered Exam Centres must commit to the terms of their Centre Agreement and Trinity's policies and procedures for the delivery of its qualifications and exams. Provided these commitments are honoured, sanctions are unlikely to be applied. If a centre has any doubts about any of Trinity's requirements, then it should contact Trinity for clarification.

Sometimes, however, problems can occur at centres that mean Trinity needs to apply sanctions in order to ensure that the centre returns to compliance within the terms of the Centre Agreement, to ensure the integrity of its qualifications and to maintain compliance with regulatory requirements.

Where malpractice has been identified, the level of sanction will be proportionate to the seriousness of the case, the risk it poses to the integrity of the exam/assessment and/or other aspects of qualification delivery, including any adverse effect it could have on candidates. The following sanctions (separately or together) may be applied to the centre:

- Results for the session in question or qualification may be voided
- Results for the component of the exam for which there is confirmation of malpractice or maladministration may be voided

- Certificates may be revoked
- Trinity may, at its discretion, offer re-sits to affected candidates and, if so, the centre may be required to hold those re-sits with a Trinity inspector in attendance, or permit the affected candidates to take their re-sits at another centre designated by Trinity
- The centre may have its status downgraded to ‘restricted’ meaning that it will be restricted in the actions it is permitted to perform in connection with the conduct of Trinity exams at the centre
- Trinity may terminate the Centre Agreement whereupon the centre will be deregistered
- Trinity may pursue any legal remedies it has against the centre under the terms of the Centre Agreement.

In the case of a finding of malpractice that is deemed to be minor, the centre will be given guidance as to how to prevent such actions from being repeated in the future.

Appeals

There is an appeals procedure for candidates and centres that wish to appeal against a decision to impose a sanction for malpractice. Information about the appeals procedure can be found on www.trinitycollege.co.uk/appeals.

Review

This policy is subject to the review of the Policy Management Group and/or as required by changes to regulation.

Change Control

Change History

The following changes have been made to this document:

Version	Date	Author	Change Summary
1.0	18.03.15	General Counsel	Policy created
1.0	March 2020	Exam Security Manager	Policy reviewed – no changes made
2.0	May 2024	Executive Director, Quality & Standards	Policy reviewed
3.0	24 May 2024	Executive Director, Quality & Standards	Policy reviewed

Change Approval

The changes to this document have been approved by the following personnel:

Version	Date	Approver
2.0	18-06-2024	Policy Management Group
3.0	24-05-2026	Policy Management Group