



# Rambert Grades

## Malpractice and Maladministration Policy

2024

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This document sets out the policy and procedures for malpractice and maladministration related to Rambert Grades Qualifications; Graded Examinations in Contemporary Dance (Levels - Entry, 1, 2 and 3).

Rambert Grades will conduct a full investigation into any instances of alleged or suspected malpractice or maladministration and will take such action with respect to the individuals concerned as seems to it to be necessary in order to maintain the integrity of the qualifications concerned and to safeguard the interests of learners.

Rambert Grades will conduct all investigations fairly and in line with our Equal Opportunities policy.

### Definitions

For the purposes of this policy:

**Malpractice** is defined as any activity or practice, which deliberately contravenes regulations and compromises the integrity of the assessment process and/or the validity of certificates. For the purpose of this policy this term also covers misconduct.

Malpractice is an act, whether through negligence or intention, that contravenes regulations and compromises the integrity of the assessment process and/or the validity of certificates.

The examples below are not exhaustive however indicate the main acts of malpractice:

- Failure to adhere to candidate registration and certification procedures
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- Fraudulent claim for certificates
- Bribery
- Altering or amending any documentation used by Rambert Grades for examination purposes
- Intentional withholding of information which is critical to maintaining the rigour of quality assurance
- Deliberate misuse of logos both Rambert Grades and its Regulators
- Plagiarism of any nature by candidates
- Submission of false information to gain a proxy or a qualification
- Misrepresenting fees for examinations
- Disruptive behaviour by candidates
- Disclosing information to a third party pertaining to results
- Failure to adhere to the Equal Opportunities Policy
- Failure to adhere to the requirements of our Reasonable Adjustments and Special Considerations Policy

**Maladministration** is defined as any activity or practice, which results in non-compliance with regulations. Including improper management, administration which undermines the integrity of an assessment.

We are obliged to investigate all cases of maladministration in liaison with the parties concerned. If an investigation results in evidence of maladministration, we will need to impose the appropriate sanction and take the necessary steps to ensure that the candidates' interests are protected as far as is reasonably possible. This may include making arrangements for re-assessment or certification, as appropriate.

## **Reporting malpractice or maladministration**

All cases of suspected or actual cases of malpractice or maladministration at any time must be reported to the Head of Quality Assurance and Enhancement.

Reports must include:

- Centre name
- The name of the person who is suspected
- The candidate's name and registration number, or exam session number
- Title and number of the qualification affected
- Date(s) suspected or actual malpractice/maladministration occurred
- The nature of the suspected or actual malpractice/maladministration
- Details of anyone who wishes to provide evidence to support the claim
- The informant's name, position and signature

Regulators will be informed of any suspected malpractice/maladministration as appropriate and in line with the conditions of the Awarding Organisation Status. If the investigation into the malpractice/maladministration affects another awarding organisation we will inform them of the outcomes of the investigation.

If the case of malpractice/maladministration indicates a criminal act, the Head of Quality Assurance and Enhancement will immediately inform the CEO, followed by relevant internal and external parties and follow any action required by these agencies/organisations.

## **Investigation**

The following steps will be undertaken by the Head of Quality Assurance and Enhancement:

- All parties named in the malpractice/maladministration allegation will be notified of the investigation by email
- Those involved are given an opportunity to respond to the issues identified prior to completion of the investigation
- Each investigation will be based upon the allegations and therefore may take varying forms
- All investigations should be completed within a 3-week period. Where this is not possible, all parties involved will be updated at regular intervals

## **Outcomes**

Findings are reviewed by the CEO and actions decided upon in line with this policy, regulatory compliance and legal advice.

A formal letter outlining actions to be taken is sent to those concerned.

The outcome of the investigation may lead to the following:

- No action due to insufficient evidence of malpractice or maladministration
- Teaching Members being suspended (temporarily or permanently)
- Centre being suspended (See Sanctions policy for further detail)
- Examiners being suspended (temporarily or permanently)
- Staff being suspended (temporarily or permanently)
- Candidates being barred from entering examinations (temporarily or permanently)

Where Candidate(s) have been disadvantaged due to malpractice or maladministration the assessments will be null and void and, if the fault lies with Rambert Grades processes or contracted staff, a new assessment will be arranged and viewed as a first attempt.

### **Right to appeal**

A Candidate, Teacher or Examiner has the right to appeal an outcome. This appeal should be submitted in writing within 3 weeks of receipt of the outcome, to the CEO.

### **Records**

All investigations are recorded on the Malpractice and Maladministration Log for the current academic year. This records all actions taken to investigate and decisions made.

Further records are kept as follows (kept for 24 after the expiry of membership):

- Investigation Report Forms
- All correspondence
- Formal letters and actions
- Any other pertinent materials

The Head of Quality Assurance and Enhancement reports all investigations to Quality Assurance Committee and the information is presented to the Board of Directors.

### **Procedure**

The following procedures are for internal use by Rambert Grades and should be read in conjunction with the Malpractice and Maladministration Policy and the Complaints procedures.

- All suspected cases of malpractice or maladministration must be reported in writing to the Head of Quality Assurance and Enhancement as soon as they are known or suspected.

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- All reported cases of malpractice/maladministration will be investigated by the Head of Quality Assurance and Enhancement, in liaison with the Head of Operations or the Head of Examinations and Education (depending upon the nature of the case).
- Regulators will be informed of a malpractice/maladministration, the timescale in which Rambert Grades hope to deal with it and the impact it has on Candidates, Centres and Qualifications.
- Persons accused of or implicated in malpractice will be given full right of reply. Communication will be in writing and therefore an audit trail produced.
- Documentary and other evidence will be assessed by the Head of Quality Assurance and Enhancement, in consultation with other relevant personnel as appropriate to the case.
- The Head of Quality Assurance, in consultation with the Head of Operations will promptly take any steps which seem appropriate to prevent any Adverse Effect to which the suspected malpractice/maladministration may give rise and, where any such Adverse Effect occurs, mitigate it as far as possible and correct it (see the Malpractice and Maladministration Policy/the Complaints procedures/Sanctions Policy for details on what sanctions and/or steps may be taken).
- Where the suspected malpractice/maladministration is related to an examination entry, Rambert Grades reserves the right to issue results/certificates direct to candidates rather than to the Centre/Teacher.
- Failure on the part of any person connected with Rambert Grades (whether candidate, teacher, examiner, employee, etc.) to co-operate with any investigation into malpractice or maladministration may lead to appropriate action being taken against that person under the Sanctions Policy and/or Employee Handbook.

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