



Rambert Grades Sanctions Policy

2024

The purpose of this policy is to outline sanctions which Rambert Grades will impose on a Member should that Member fail to comply with the Membership Agreement and Code of Conduct and/or fail to support Rambert Grades in meeting the Conditions of Recognition set out by Ofqual.

Rambert Grades sets out expectations for Members in the Membership Agreement and Code of Conduct. Members are monitored via:

- Examiners who are viewing filmed Examination Footage
- Quality Assurance checks which are carried out by Rambert Grades Staff
- Feedback from Regulators and/or relevant external bodies
- Feedback from stakeholders, including Learners, Parents and Teachers

Everyone involved in the administration, delivery and filming of Examinations should be aware of this Policy. If, after investigation, a Member is found non-compliant with Rambert Grades requirements, the following sanctions may be applied.

Informal Sanctions

Rambert Grades Sanctions Policy

Rambert Grades will always seek to resolve non-compliance issues via discussion and/or training with and for Members. In order to ensure a non-compliance issue has been resolved, a clear action plan which is required within a specified timeframe, will be issued by Rambert Grades, and monitored by the Head of Quality Assurance and Enhancement. The burden of responsibility is on the Member to evidence that the action plan has been implemented and the non-compliance issue has been successfully resolved.

Rambert Grades reserves the right to review any required policy, procedure, documentation or digital information relating to the delivery of its qualifications.

Formal Sanctions

Should the resolution to a non-compliance issue by informal means not be available, a number of formal sanctions are in place to safeguard candidates and the integrity of Rambert Grades Qualifications:

Members who do not comply with sanctions within the given timescale will be subject to an increased sanction level and ultimately Membership will be permanently withdrawn.

Low level (no impact on candidates noted but best practice is not in place)

- Action planning
- Additional moderation activities such as Rambert Grades staff being present at Examination sessions

A timescale will be indicated by Rambert Grades by which all actions have to be completed. Failure to comply will escalate the non-compliance issue to either Medium or High level, depending upon the severity of the issue.

Medium level (impact to candidates)

- Withdrawing Rambert Membership for a specified qualification(s) for a specified period

A timescale will be indicated by Rambert Grades by which all actions have to be completed. Until non-compliance issues have been dealt with Membership will not be reinstated. Should the non-compliance issue not be adequately addressed within 3-months of the action plan being issued, Rambert Grades will escalate the non-compliance issue to a High level sanction.

High level (impact to candidates and reputational damage to Rambert Grades)

Rambert Grades Sanctions Policy

- Withdrawing Membership for a specified period
- Withdrawing Membership approval indefinitely

A timescale will be indicated by Rambert Grades by which all actions have to be completed. Until non-compliance issues have been dealt with Membership will be withdrawn. In the event that the non-compliance issue is outstanding after one month of the action plan being issued, Membership will be withdrawn. Should the Teacher wish to re-apply for Membership, they may do so, however evidence of how the non-compliance issue was resolved will be sought during the application process.

The level of sanction imposed will relate to the level of risk to candidates arising from the issue identified and, in all cases, the sanction will be designed to resolve the issue of non-compliance within a set timescale.

Members must comply with all sanctions imposed upon them. Examples of actions that are likely to trigger sanctions include:

- Failure to address issues identified in the action plan by the Rambert Grades Head of Quality Assurance and Enhancement
- Misleading information provided to Rambert Grades
- Insufficient or lack of adequate internal verification activities and/or provided information, policies and/or procedures
- Failure to comply with any reasonable request for information by Rambert Grades

Appeals

If any Member wishes to appeal against Rambert Grades decision to apply any given sanction, they may do so in writing to the CEO.

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