



Examinations Malpractice and Maladministration Policy

Introduction

This document sets out Footlight Performance Academy's policy with respect to the management of suspected, alleged or actual malpractice or maladministration on the part of Learners, Footlight Performance Academy staff and/or any others involved in the examinations process.

This policy explains the steps a School, Learner, or others must follow when reporting alleged or actual cases of malpractice / maladministration, and Footlight Performance Academy's responsibilities and processes when investigating suspected, alleged or actual malpractice or maladministration.

Footlight Performance Academy will ensure that those who submit an allegation regarding Malpractice or Maladministration will not be disadvantaged in any way by doing so.

What are Malpractice and Maladministration?

Malpractice is defined as any deliberate action or practice undertaken with the intention to compromise:

- The assessment process.
- The integrity of a qualification.
- The validity of a result or certificate.
- The reputation and credibility of RAD, ISTD & LAMDA Examinations.
- The qualification or the wider qualifications community.

Failure by any party to notify, investigate and / or report any allegations of malpractice, or suspected malpractice to Examinations, constitutes malpractice in itself.

Maladministration is defined as any actions or practices which result in non-compliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration within a Centre. This is usually the result of carelessness and / or inexperience.

OFQUAL and CCEA Regulation set out the regulatory requirements for awarding organisations with regard to malpractice and maladministration in the General Conditions of Recognition, Condition A8: Malpractice and Maladministration. In addition, Malpractice and Maladministration regulations relating to Qualifications Wales can be found in the Standard Conditions of Recognition, Condition A8.

Identification of Malpractice and Maladministration

Instances of Malpractice and Maladministration arise for a variety of reasons:

- Some are intentional actions which aim to give an unfair advantage in an assessment.
- Some arise due to a lack of knowledge or understanding of the regulations or carelessness in applying the regulation.



Some occur as a direct result of circumstances which are beyond the control of those involved.

There are a number of ways Footlight Performance Academy identifies cases of suspected malpractice and maladministration, including:

- Feedback and referrals from Examiners and Stewards.
- On-going quality assurance activity and monitoring.
- Intelligence, complaints or feedback received.
- Information provided by other organisations e.g. other Awarding Organisations or the Regulators.

Suspected malpractice and maladministration may be identified by:

- Internal or External Quality Assurance Staff.
- Examiners.
- Centre Coordinators.
- Whistleblowers
- Learners.
- OFQUAL, CCEA Regulation or Qualification Wales.
- Employees of Footlight Performance Academy.
- Other stakeholders e.g. Parents or members of the public.

Irrespective of the underlying cause, or the people involved in the allegation of malpractice or maladministration, Footlight Performance Academy will conduct a full investigation and will take action with respect to the individual(s) / centre(s) concerned, to maintain the integrity of RAD, ISTD & LAMDA qualifications.

Reporting Procedure

If an allegation of malpractice or maladministration is to be made, Footlight Performance Academy should be contacted as soon as possible:

Email: leanne_footlight@icloud.com

Telephone: 07917573767

Receipt of the allegations will be acknowledged within three working days. All allegations will be passed to the Quality and Compliance Manager (QCM) for further investigation.¹

Confidentiality

Footlight Performance Academy always encourages openness and accountability and as such the preference would be to reveal identity when reporting. Where there are concerns about possible adverse consequences.

Investigation Procedure

Upon receipt of a report, an allegation, or evidence of suspected or actual malpractice or maladministration, Footlight Performance Academy will allocate a relevant member of the team to the role of 'Lead Investigator' (LI).



Footlight Performance Academy will aim to conclude all investigations within 15 working days, however where the case is more complex and this is not possible, updates will be provided at least every 15 working days until outcomes can be communicated.

Malpractice or maladministration investigations will:

- Aim to establish the facts and identify whether malpractice or maladministration has occurred.
- Be rigorous, fair, courteous, legal and will be carried out without bias or prejudice.
- Be carried out in a manner that is sensitive to the effects on the reputation of those involved.
- Collect evidence which will be stored securely for five years.

As part of the investigation, the LI may make contact with Learners, Centre Coordinators, Examiners to ask questions, or request evidence. All requests will be carefully considered to ensure they are reasonable, fair and effectively inform the investigation.

Investigation outcomes

If there is sufficient evidence to suggest that a centre/individual has committed malpractice or maladministration, Footlight Performance Academy will:

- Inform the involved parties of the allegation and the evidence.
- Provide them with a reasonable opportunity to consider and respond to the allegations.
- Consider responses and additional evidence received, prior to making final decisions.

If the investigation confirms that malpractice or maladministration took place, Footlight Performance Academy will:

- Promptly apply reasonable steps to prevent, correct and mitigate the risk of Adverse Effects².
- Take proportionate action against those responsible
- Inform relevant parties of the outcome and any Sanctions to be applied.
- Provide those implicated with an opportunity to Appeal

Please note: Where allegations have been made by a third party, we will aim to provide updates and summaries of the outcomes, however, depending on the sensitivity of the case, this may not be possible.