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# Sanctions Policy

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## Examinations

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**bbodance 2024-25**

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# Introduction

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The purpose of this policy is to outline sanctions which bbodance will impose on a Registered Teacher and/or Centre should either fail to comply with the conditions of approval and/or fail to support bbodance in meetings the Conditional of Recognition set out by its Regulators (Ofqual and Qualifications Wales).

bbodance requires all Centres to undergo a Centre Approval Process prior to being able to offer bbodance Graded and Vocational Graded Examinations. The Centre Approval Process and requirements are set out in the Centre Approval form. The Centre Approval Process requires Registered Teachers and Centre staff to be aware of policies and procedures related to the running of Examinations (both live and digital)

bbodance sets out expectations for Registered Teachers and Centre's in the Teachers Handbook. Centres are monitored via:

- Examiners who are visiting the school for assessment purposes or reviewing digital Examination submissions
- Quality Assurance checks which are carried out by bbodance staff (see the Marking and Standardisation policy)
- Feedback from Regulators and/or relevant external bodies
- Feedback from stakeholders, including candidates, parents and teachers

All Centre staff involved in the administration, delivery and in the case of digital submissions, filming of Examinations, should be aware of this Policy. If, after investigation, a Centre is found non-compliant with bbodance policies and procedures, the Awarding Organisation reserve the right to apply appropriate sanctions.

## Informal Sanctions

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bbodance will always seek to resolve non-compliance issues via discussion and/or training with and for Centre staff and or the Registered Teacher. 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 the Quality Assurance and Regulatory Adviser. The burden of responsibility is on the Centre to evidence that the action plan has been implemented and the non-compliance issue has been successfully resolved.

## Formal Sanctions

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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 validity of bbodance qualifications.

Centres and Registered Teachers who do not comply with sanctions within the given timescale will be subject to an increased sanction level.

## Low Level

- Action planning (with set timeframe for completion)
- Additional moderation activities such as bbodance staff presence at Examination session

## Medium Level

- Withdrawing Centre Approval and/or Registered Teacher Status until the non-compliance issues have been dealt with

Should the non-compliance issue not be adequately addressed within 3-months of the action plan being issued, bbodance will escalate the non-compliance issue to a High level sanction.

## High Level

- Withdrawing Centre Approval and/or Registered Teacher Status

Should the school wish to re-apply for Centre Approval, 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 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.

Approved centres 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 Quality Assurance and Regulatory Advisor
- Misleading information provided to bbodance
- Insufficient or lack of information, policies and/or procedures provided
- Failure to comply with any reasonable request for information by bbodance

## Appeals

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If any centre wishes to appeal against bbodance's decision to apply any given sanction they may do so in writing to the CEO (Artistic) in writing within 14 days of the sanction being issued.