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# Malpractice & Maladministration Policy

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**Policies & Procedures**

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**bbodance 2024-25**

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## 1. Introduction

This document sets out the policy and procedures for malpractice and maladministration related to dance qualifications which are recognised by Ofqual and Qualifications Wales. These qualifications comprise:

- Graded Examinations in Dance (Levels Entry, 1-3)
- Vocational Graded Examinations in Dance (Levels 2-4)
- Certificates (Level 3)
- Diplomas in Dance Teaching (Levels 4-6)

## 2. Definitions

For the purposes of this policy:

### Malpractice

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.

The categories listed below are examples of potential teacher, examiner and candidate malpractice. Please note that this is not an exhaustive list.

- Failure to adhere to our candidate registration and certification procedures
- Failure to maintain auditable records, e.g. certification claims
- Fraudulent claim for certificates
- Intentional withholding of information from us which is critical to maintaining the rigour of quality assurance
- Deliberate misuse of our logo
- Plagiarism of any nature by candidates
- Submission of false information to gain a proxy or a qualification
- Disruptive behaviour by candidates
- Failure to adhere to the requirements of our Reasonable Adjustments and Special Considerations Policy.

### Maladministration

Defined as any activity or practice, which results in non-compliance with regulations.

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.

### 3. How to notify us of suspected or actual cases of malpractice or maladministration

Anyone who identifies or is made aware of suspected or actual cases of malpractice or maladministration at any time must immediately report their findings to bbodance's Regulatory and Quality Assurance Adviser, by e-mail.

Reports must include:

- teacher's name and address or Examiner's name
- candidate's name and registration number
- title and number of the qualification affected
- date(s) suspected or actual malpractice/maladministration occurred
- full nature of the suspected or actual malpractice/maladministration
- contents and outcome of any investigation carried out by the centre or anybody else involved in the case, including any mitigating circumstances
- written statements from those involved in the case, e.g. witness statements
- date of the report and the informant's name, position and signature.

In cases where certificates for qualifications approved by the regulatory authorities are deemed to be invalid, we will inform the teacher and the candidate and the regulatory authorities of the reasons why they are invalid and provide details of action to be taken for reassessment and/or certification.

Either at notification of a suspected or actual case of malpractice/maladministration or at any time during the investigation, we reserve the right to suspend any claims for candidate certification submitted by the teacher involved.

We will also keep the regulatory authorities informed of the details of an investigation and report the outcomes to them as soon as they are known.

If the investigation into the malpractice/maladministration affects another awarding organisation we will inform them of the outcomes of the investigation.

If an independent/third party notified us of the suspected or actual case of malpractice/maladministration, we will inform them of the outcome.

## 4. The Investigation Process

Following identification of an incidence or incidences of malpractice/maladministration, the Regulatory and Quality Assurance Adviser will open a formal investigation. This is conducted remotely by the Regulatory and Quality Assurance Adviser and explores the following:

- a) The nature of the malpractice/maladministration
- b) Candidate results for an examination period or for an individual examination
- c) Candidate results for a particular teacher and/or school where this is known
- d) Feedback from examiners.

Those involved in the malpractice/maladministration are notified of the investigation by email. The investigation is logged on the Malpractice and Maladministration Log and those involved are given an opportunity to respond to the issues identified prior to completion of the remote investigation.

Each investigation is customised to meet the immediate needs of the learners, teachers and/or examiners and may take slightly different forms.

Initial decisions on actions to be taken against those concerned are made by the Regulatory and Quality Assurance Adviser following receipt of all information. A formal letter outlining actions to be taken is sent to those concerned.

Investigation can take up to 6 weeks depending on the issues identified. Throughout this time, where specific, serious issues have been identified, those involved are briefed regularly on the progress of the investigation.

### 4.1 What is investigated?

- Instances of plagiarism (however small) by candidates or teachers
- Issues relating to the invigilation of examinations
- Any trends in results from an individual teacher or examiner
- Collusion between examiners and teachers and/or candidates
- Compromising of confidential assessment materials by teachers and/or examiners
- Conduct of examinations by the examiner

### 4.2 The Outcomes of the Investigation

It is not the work of the investigation to identify and award individual learners' certification. Investigations look to improve the systems and processes to improve delivery. Common outcomes of investigation look as follows:

1. Investigation closed. Investigations are concluded when:
  - a. No evidence of malpractice or maladministration is found
  - b. Evidence found is small and can be dealt with effectively
  - c. The individual(s) involved has had sanctions applied and has achieved all actions set out in the formal letter.
2. Low Level Sanctions applied: The issue is kept under review when;
  - a. Further examinations are being undertaken by an examiner
  - b. Candidates are registered for examinations by a particular teacher
  - c. Further examinations are conducted by a particular invigilator or at a particular examination centre.

3. Medium Level Sanctions applied: Investigations can remain open when;
  - a. The teacher/examiner/candidate has failed to comply with actions
  - b. Potentially systemic issues have been identified
  - c. The examiner/teacher is disadvantaging the learners
4. High Level Sanctions applied: Cessation of learner registrations;
  - a. Withholding Certification
  - b. Suspending or terminating the contract of an examiner
  - c. Denying access to registration for subsequent examinations for a particular candidate or teacher.

### 4.3 Records of Investigations

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:

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

The Regulatory and Quality Assurance Adviser reports all investigations to the Quality Assurance Committee.

In accordance with regulatory requirements, we will inform any other awarding organisations which may be affected by the outcome of the investigation and the sanctions imposed.

## 5. Appeals Against Our Decision to Impose Sanctions

If you wish to appeal against our decision to impose sanctions, please refer to our Complaints Policy which outlines the appeals procedure. You can view the Complaints Policy on our website, [www.bbo.dance](http://www.bbo.dance)

***Date of next review: August 2025***