

Examinations malpractice and maladministration policy

1 Policy Statement

- 1.1 The Royal Academy of Dance 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.
- 1.2 In all matters related to malpractice and maladministration, the Academy will act fairly and without prejudice to all parties involved.

2 Definitions and examples

- 2.1 Malpractice includes any action or activity which, whether through negligence or intention, falsifies or undermines the integrity of the examination procedure and/or the outcomes of awards.
- 2.2 Examples of malpractice include, but are not limited to:
 - holding examinations or assessments which purport to be, but in reality are not, official RAD examinations or assessments
 - impersonating or falsely representing any person as an examiner of the Royal Academy of Dance
 - falsifying, altering or amending any documents or materials issued by the RAD in respect of examination results (including electronic communication) including results listings, result forms, assessment reports, certificates, medals and bars
 - manufacturing, producing and/or issuing any documents or materials which purport to be official documents or materials issued by the RAD in respect of examination results, including those listed above, when such documents or materials are in fact not official RAD documents or materials
 - intentionally registering a candidate under a false name and/or date of birth
 - replacing a candidate entered for an RAD examination with another person who holds themselves out to be that candidate
 - failure by any responsible person to ensure that candidates receive any official documents or materials issued by the RAD in respect of examination results in a timely manner; or withholding such documents or materials without good reason
 - passing on false, incomplete or misleading information about examination results to a candidate, whether in written form or verbally
 - disclosing or discussing confidential information about an examination, including results, to any third party without the consent of the candidate
 - attempting to influence the results of an examination
 - deliberately harassing a candidate during or immediately before an examination
 - misrepresenting fees or other information about examinations to candidates or parents, including failing to separate examination fees from other studio fees

- holding oneself out to students, parents or others as able to enter candidates into RAD examinations without the eligibility to do so
- of an RAD teacher, supporting the examination entry of another teacher or school where this might reasonably be considered to falsely confer eligibility to enter candidates on that teacher or school
- of a school administrator, misrepresenting an RAD teacher as having taught students for the entered grade when they haven't done so
- providing any information about examinations or qualifications which is inaccurate or misleading
- any action or omission likely to bring the Academy into disrepute
- failure to co-operate with the RAD, examinations regulators and/or law enforcement agencies during a malpractice investigation.

2.3 Maladministration is any inefficient, incorrect or improper instance of managing, administering or co-ordinating procedures or systems which leads to an outcome other than that which was desired and which (in the context of this policy) affects or undermines the integrity of any assessment or qualification.

2.4 Examples of maladministration include, but are not limited to:

- entering incorrect details on the RADius database
- errors in recording and/or transmitting data
- sending information, documents and/or materials to a person other than the intended recipient or their parent/guardian.

3 Reporting and investigation

3.1 All suspected cases of malpractice or maladministration must be reported in writing to the Examinations Business Compliance Manager as soon as they are known or suspected. (This excludes examples of maladministration which are routine in nature and may be quickly and efficiently dealt with, such that the impact of such maladministration is promptly and effectively mitigated).

3.2 In respect of reporting incidents of malpractice the RAD's Whistleblowing Policy will be adhered to.

3.3 All reported cases of malpractice/maladministration will be investigated by the Examinations Business Compliance Manager, in liaison with the Director of Examinations and assisted by other RAD personnel as appropriate to the particular case. In the unlikely event that the EBCM has any interest in the case under investigation he/she will recuse him/herself and responsibility for investigation will pass to the Director of Examinations or another appropriate senior member of examinations or RAD staff.

3.4 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.

3.5 Documentary and other evidence will be assessed by the Examinations Business Compliance Manager, in consultation with other relevant personnel as appropriate to the case.

- 3.6 The Examinations Business Compliance Manager, in consultation with the Director of Examinations, will promptly take any steps which seem to him/her to be 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.
- 3.7 Where the suspected malpractice/maladministration is related to an examination entry, the Academy reserves the right to issue results/certificates direct to students rather than to the Applicant or other requested recipient.
- 3.8 Where it appears that the suspected malpractice/maladministration may involve another awarding organisation, the Examinations Business Compliance Manager will inform that awarding organisation as appropriate.
- 3.9 Where the suspected malpractice/maladministration involves the awarding of regulated qualifications, the examinations regulators will be informed as appropriate and according to any such requirements laid down by them. Due regard will be given to any requests or directives issued by the examinations regulators to carry out particular courses of action in relation to any case of suspected malpractice/maladministration.
- 3.10 Where in the opinion of the Examinations Business Compliance Manager (in consultation with the Director of Examinations) the case of suspected malpractice/ maladministration is such as to suggest that a criminal act may have been committed, the appropriate law enforcement agencies will be informed and due procedures followed as required by those agencies, including the notification of individuals concerned.
- 3.11 Failure on the part of any person connected with the RAD (whether applicant, teacher, examiner, employee, etc.) to co-operate with any investigation into malpractice or maladministration may lead to appropriate action being taken against that person.

4 Outcomes

- 4.1 On conclusion of a malpractice/maladministration investigation, the Examinations Business Compliance Manager (in consultation with the Director of Examinations) will propose one or more of the following courses of action, which will be subject to approval by the Executive Board (including the Chief Executive) before implementation. Any action proposed will be commensurate with the gravity of the malpractice/maladministration as determined by the outcome of the investigation. Non-trivial cases will be reported to the Board of Trustees.
- 4.2 Registered Schools may have their registered status revoked (temporarily or permanently).
- 4.3 Teachers registered with the Academy may be subject to disciplinary proceedings as per the *Disciplinary Rules and Procedures relating to all members, pursuant to Bye-laws 9.3 and 10.1 of the Royal Academy of Dance*, which may result in their membership and/or teacher registration of the Royal Academy of Dance being revoked (temporarily or permanently).
- 4.4 Applicants (teachers registered with the Academy, principals and administrators of registered schools) may be suspended from entering candidates for examinations (temporarily or permanently).
- 4.5 Candidates may be barred from entering for RAD examinations (temporarily or permanently).

- 4.6 Examiners may be investigated according to the Disciplinary Procedures for Examiners laid out in Section A6 of the *Examiner Handbook* and accordingly may be removed from the Panel of Examiners (temporarily or permanently).
- 4.7 Employees of the RAD may be investigated according to the disciplinary procedures laid down in the *Employee Handbook* and may have their contract suspended or terminated accordingly.
- 4.8 Contracted personnel found guilty of malpractice may have their Statement of Engagement revoked. Any action taken will be in accordance with any contract of Statement of Engagement in place.
- 4.9 The Academy reserves the right in all cases to publish the names of those found guilty of malpractice.
- 4.10 The Examinations Business Compliance Manager (in consultation with the Director of Examinations as necessary) will ensure that all reasonable steps are taken to prevent the malpractice or maladministration from recurring. To this end, records of interactions relating to malpractice investigations will be maintained while currently relevant.
- 4.11 Records of malpractice investigations will be maintained on the malpractice log.

5 Right of appeal

- 5.1 Any appeal against the outcome of a malpractice or maladministration investigation should be made according to the Examinations Board's *Complaints, enquiries about results, and appeals policy*, or other policy / set of guidelines as appropriate to the circumstances.

6 Responsibilities

- 6.1 The Director of Examinations is responsible for ensuring that the *Malpractice and maladministration policy* is adhered to, and that all associated procedures are followed correctly.
- 6.2 All RAD staff involved in the provision of examinations are responsible for reporting instances of alleged malpractice and maladministration to the Examinations Business and Compliance Manager.

7 Monitoring and review

- 7.1 The Examinations Board *Malpractice and maladministration policy* is monitored on a regular basis by the Examinations Regulatory and Standards Committee.
- 7.2 The policy is reviewed on an annual basis and is signed off by the Director of Examinations as Chair of the Examinations Regulatory and Standards Committee.

Policy Adopted Date: September 2019
Policy Review Date: July 2020

Circulation:

- National Directors, Managers and Representative offices
- RAD examiners
- RAD websites
- SQA Accreditation

A handwritten signature in black ink, appearing to be 'Dr Andrew McBirnie', with a long horizontal line extending to the right.

Dr Andrew McBirnie
Director of Examinations