

Malpractice and Maladministration Policy

Katie Wright School of Dance

Arrangements to Prevent and Investigate Instances of Malpractice and Maladministration

1. Policy Statement

Katie Wright School of Dance is committed to maintaining the highest standards of integrity, fairness and professionalism in all aspects of teaching, examinations, assessments and administrative processes. We aim to ensure that all learners receive fair and equal opportunities and that qualifications and assessments are delivered in accordance with ISTD requirements.

This policy outlines the arrangements in place to prevent, identify, investigate and respond to instances of malpractice and maladministration.

Definitions:

2. Malpractice

Malpractice is any deliberate action, neglect, default or practice that compromises, or could compromise:

The integrity of an assessment or examination.

The validity of results or qualifications.

Compliance with awarding organisation regulations.

The reputation of the school or awarding organisation, ISTD.

Examples may include:

Cheating during examinations or assessments.

Falsification of records or results.

Plagiarism.

Unauthorised assistance during assessments.

Deliberate misuse of confidential assessment materials.

3. Maladministration

Maladministration refers to any unintentional act, omission, error or failure to follow procedures that results in non-compliance with requirements.

Examples may include:

Administrative errors.

Failure to follow examination procedures.

Inaccurate record keeping.

Incorrect submission of examination entries.

Failure to maintain required documentation.

4. Prevention Measures

Katie Wright School of Dance will:

Ensure all staff are familiar with relevant policies, procedures and awarding organisation requirements.

Maintain accurate and secure learner records.

Provide clear guidance to learners regarding assessment and examination expectations.

Securely store confidential assessment materials and documentation.

Monitor assessment and administrative processes regularly.

Ensure staff undertake appropriate training and continuing professional development.

Promote a culture of honesty, integrity and accountability.

5. Reporting Concerns

Any individual who suspects malpractice or maladministration should report their concerns as soon as possible to the Principal, Kathryn Stewart or a member of ISTD.

6. Reports should include:

Details of the concern.

Individuals involved.

Dates, times and relevant evidence where available.

Concerns will be treated seriously, confidentially and without prejudice.

Investigation Procedure

Upon receiving an allegation, Katie Wright School of Dance will:

1. Initial Review

Assess the nature and seriousness of the allegation.

Determine whether immediate action is required.

Inform relevant parties where appropriate.

2. Investigation

Gather relevant evidence and documentation.

Interview individuals involved where necessary.

Maintain accurate records throughout the investigation.

Ensure investigations are conducted fairly, objectively and confidentially.

3. Outcome

Following investigation, a decision will be made regarding whether malpractice or maladministration has occurred.

A written record of:

The allegation.

Evidence considered.

Findings.

Actions taken.

will be retained securely.

Possible Actions

Where malpractice or maladministration is confirmed, actions may include:

Additional staff training.

Review and amendment of procedures.

Enhanced monitoring arrangements.

Reassessment where appropriate.

Disciplinary action in line with school procedures.
Reporting the matter to the relevant awarding organisation where required.
Appeals

Individuals subject to findings under this policy have the right to appeal.
Appeals should be submitted in writing within 14 days of the outcome being communicated and should clearly state the grounds for appeal.

Appeals will be reviewed by an appropriate person not directly involved in the original investigation where possible.

7. Record Keeping

The school will maintain records of:

Allegations received.
Investigations undertaken.
Evidence reviewed.
Outcomes and actions taken.
Records will be retained securely in accordance with data protection requirements. - 5 years

8. Review of Policy

This policy will be reviewed annually, or sooner if there are changes to awarding organisation requirements, legislation or operational procedures.

Policy Review Date: 8th June 2026
Next Review Date: 8th June 2027

Signed: Katie Stewart
Principal – Katie Wright School of Dance