

NATD

National Association of Teachers of Dancing

Malpractice Policy

Malpractice is considered to be any action or practice which threatens the integrity of the examinations and certification.

The following are just some examples of possible malpractice:

- Failing to abide by examination rules, regulations, examination procedures
- Deliberately falsifying candidate's information in order to comply with examination entrance criteria
- Impersonation – arranging for another person to take the examination, or conniving at impersonation
- Deliberately withholding results and/or certificates from candidates
- Breach of confidential results following assessment
- Altering any results on Report Forms or Certificates*

(* No Report forms are issued from Head Office with any alterations or deletions)

Other instances of malpractice may be considered at the NATD's discretion.

Reporting malpractice

Any suspected malpractice should be reported to the Quality Assurance Manager at NATD, National House, Turnfields Court, Turnfields, Thatcham Berks. RG19 4PT.

info@natd.org.uk

NATD will investigate all (including anonymous) allegations of malpractice or maladministration as far as practically possible in order to establish whether malpractice or maladministration has occurred. NATD will ensure that any details of individuals reporting malpractice will be kept confidential. The Quality Assurance Manager will acknowledge receipt within 7 working days.

Malpractice on the part of the Examiner

If a teacher or candidate perceives that malpractice has taken place on the part of the examiner (e.g. non-adherence to procedures which may have disadvantaged candidates), the details of all relevant circumstances should, initially, be sent in writing to the Quality Assurance Manager.

Malpractice on the part of a teacher or candidate

There is little scope for a candidate to cheat in an actual practical dance examination and many of the situations which would allow this can be avoided by the examiner being alert to all possibilities of malpractice and taking preventative measures by, for example:

- Moving the position of candidates who appear to be copying others
- Checking all mirrors are covered to prevent candidates from copying others
- Ensuring that the sound operator/musician is obscured from the view of the candidate and that the doors and windows of the studio are covered to prevent any type of verbal or non-verbal communication by teachers or anyone other than the examiner.

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If an examiner detects any malpractice, it must be reported immediately to the Quality Assurance Manager and followed up with a written report.

The NATD will contact the principal of the school of the entering candidates who will be responsible for investigating the allegations and submitting a written report to the Quality Assurance Manager.

In the case of allegations made against an NATD member working on their own, a report will be required from the member involved.

These written reports should include details of all relevant circumstances; any investigations carried out; any mitigating factors and written statements from all parties involved.

Live Remote Sessions

There are NATD Guidelines for Teachers, Examiners and Head Office regarding these sessions which must be adhered to in order to uphold the validity of the qualification.

Quality Assurance of all the results will be implemented to help detect any potential discrepancies following their introduction in September 2020. The guidance will be amended if required.

Malpractice by candidates

If a teacher (centre) wishes to report suspicions of any malpractice on the part of a candidate, the details of all relevant circumstances should, initially, be sent in writing to the Quality Assurance Manager in order to initiate an investigation. After, investigation and consultation with any appropriate personnel, the NATD will write to the candidate (or parent) with the details of the allegation and any accompanying evidence to give an opportunity for a response and to inform them of the procedures and right of appeal to the NATD.

Investigating malpractice

As soon as possible (not more than 14 days after notification) after the suspected malpractice has been reported and initial reports have been gathered, the Quality Assurance Manager will convene a meeting of the Quality Assurance Panel, consisting of the Chief Executive; Quality Assurance Manager; Senior Examiners from the relevant Branches and the two non-executive directors

In straightforward cases, the CEO may delegate the responsibility to the Quality Assurance Manager.

The panel will establish the nature of the malpractice and whether malpractice has occurred or not. The panel will investigate whether the correct procedures have been followed and will give the individual suspected of malpractice the opportunity to answer the allegations in a personal statement. The panel will also determine if the regulations have been broken and will make a judgment on the appropriate measures to protect the integrity of the examination and the nature of any sanctions to be imposed.

Anyone accused of malpractice must have the opportunity to respond to the allegations in writing and these should be included with the report. To enable them to do this, they must be given access to the evidence against them. They are also entitled to have a suitable witness present at the appropriate stage.

The NATD reserves the right to withhold the issue of results while investigations are ongoing. Depending on the outcome of the investigation, results may be released or permanently withheld.

Identifying others affected by the malpractice allegations

During the investigation, the Quality Assurance Panel will also consider whether the malpractice in question could potentially affect the integrity of examinations taken by a wider cohort of candidates. In such cases, the Quality Assurance Manager will contact any candidates or teachers who are identified as potentially being affected and will take appropriate action to ensure that the integrity of the examinations is maintained.

Further action following an investigation

The following sanctions/penalties may be applied flexibly according to the level of the breach of regulation or specification requirement which has been identified.

- The NATD member; candidate or Examiner is issued with a written warning
- The candidate's results are permanently withheld
- The NATD member or school may no longer have any involvement with the administration of any NATD examinations
- The NATD member or school may be barred from entering further candidates
- The Examiner's responsibility for assessing could be removed

The decision of the NATD Quality Assurance Panel will be conveyed within 7 days. An appeal against the decision may be made in writing within a further 7 days to the Chief Executive. This will be considered by the Council of Management at the next due meeting and their decision will be given within 7 days of that meeting.

In cases in which a previously issued certificate is deemed invalid, that certificate must be returned to the NATD. The examination result will be declared void to ensure that no duplicate certificate can be issued and the Regulatory authorities will be informed.

Appealing against malpractice decisions

If candidates, teachers or examiners are dissatisfied with the decision made by the Quality Assurance Panel they may appeal against the decision. Appellants should submit their appeal in writing to the Quality Assurance Manager who will acknowledge the appeal within 7 working days. The Quality Assurance Manager will then investigate the appeal and take any further action necessary, including but not limited to:

- Convening an appeal panel to hear the appeal
- Interviewing those involved in the case
- Gathering further evidence

The Quality Assurance Manager will communicate the decision of the appeal panel to the appellant no more than 40 working days after the appeal is lodged.

If the appellant is dissatisfied with the final decision, a further appeal may be made to the regulatory authorities.

Reporting malpractice to the regulatory authorities

The Quality Assurance Manager will report any cases upheld to the Regulatory Authorities i.e. Ofqual/CCEA. All details of all cases will be held on file for inspection. Information will be shared with other awarding organisations or other agencies on request from Ofqual.