



# Malpractice and Maladministration Procedure

## Purpose

Step In Time School of Performing Arts is committed to protecting the integrity, security and fairness of all examinations held at the Centre.

**Malpractice** is any deliberate action or behaviour that could compromise the integrity of an examination, assessment, qualification or result.

**Maladministration** is an act, omission, mistake or poor administrative practice that results in examination requirements or procedures not being correctly followed.

## Examples

Potential malpractice or maladministration may include cheating or attempting to gain an unfair advantage; unauthorised assistance during an examination; inappropriate access to confidential examination materials; failure to follow examination requirements; falsification of information or records; failure to provide appropriate examination conditions; incorrect administration of entries or learner information; or failure to report suspected malpractice.

## Prevention and Identification

Step In Time will take reasonable measures to prevent and identify malpractice or maladministration.

Staff involved in examinations will be appropriately briefed on their responsibilities and relevant examination requirements.

Before and during examination events, the Centre will ensure that:

- Examination rooms and arrangements meet required conditions.
- Learners receive appropriate information regarding expected behaviour.
- Examination materials and confidential information are kept secure.
- Learners are appropriately supervised where required.
- Only authorised individuals have access to examination areas or confidential materials.

- Any irregularities occurring before, during or after an examination are reported immediately to the Centre Coordinator or Head of Centre.

## **Staff Responsibilities**

All staff involved in examinations must understand what may constitute malpractice or maladministration and have a responsibility to report any concern or suspected incident.

Staff must not attempt to conceal an incident or resolve a potentially serious examination irregularity without informing the Centre Coordinator or Head of Centre.

## **Reporting Concerns**

Any learner, parent/guardian or member of staff who suspects malpractice or maladministration should report the matter immediately to a Principal, Centre Coordinator or Head of Centre.

The concern will be recorded and treated seriously and confidentially.

## **Internal Recording and Investigation**

Step In Time will create a written record of any suspected or actual malpractice or maladministration, including:

- The individuals involved.
- Date, time and location of the incident.
- Description of what occurred.
- Any witnesses.
- Relevant evidence or documentation.
- Immediate action taken.
- Details of any external report made.

The matter will be investigated by an appropriate senior member of staff who is not directly implicated in the concern.

Evidence will be preserved and individuals involved may be asked to provide written accounts. Step In Time will not undertake any action that could compromise an investigation by the awarding organisation.

## **Reporting to the Awarding Organisation**

Where suspected or actual malpractice or maladministration relates to an external examination or could affect the integrity, validity or security of an examination or result, the Centre Coordinator or Head of Centre will report the matter to the appropriate awarding organisation **without unnecessary delay**.

Step In Time will cooperate fully with any subsequent investigation and provide requested documentation, records or statements.

Where an incident occurs during an examination, staff will take appropriate immediate action to protect learners and the integrity of the examination while recording exactly what occurred.

## **Outcomes and Prevention**

Following an investigation, Step In Time will implement any required actions. These may include changes to internal procedures, additional staff training or supervision, corrective administrative action or other measures required by the awarding organisation.

No individual will be disadvantaged for raising a genuine concern in good faith.

**Policy Owner:** Principals, Step In Time School of Performing Arts

**Review:** Annually or following any incident or significant change to examination requirements