



## **PROFESSIONAL TEACHERS OF DANCING MALPRACTICE POLICY**

### **ISSUE AND REVIEW**

The date of issue of this policy is January 2018. This policy was reviewed in October 2020 and will continue to be reviewed regularly.

### **INTRODUCTION**

This policy is aimed at teachers, examiners and candidates who are involved in the assessment of PTD graded examinations. The PTD treats all correspondence with individuals who make complaints or inform us of suspected malpractice in confidence and will not make details available to any other parties.

### **WHAT IS MALPRACTICE AND MALADMINISTRATION?**

#### ***Malpractice***

Malpractice is 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.

#### ***Maladministration***

Maladministration is defined as any activity or practice which results in non-compliance with regulations.

The PTD will investigate all cases of malpractice and maladministration in liaison with the parties concerned. If an investigation results in evidence of malpractice, the PTD will take the necessary steps to ensure that the interests of the candidate are protected as far as is reasonably possible. This may include re-assessment if appropriate.

The categories listed below are examples of potential malpractice. Please note that this is not an exhaustive list.

- Denial of access to resources (premises, records, information, candidates, and staff) by any authorised representative and/or the regulatory authorities
- Failure to adhere to candidate registration and certification procedures
- Deliberate misuse of the PTD logo
- Failure to maintain auditable records, e.g. reports, certification claims
- Failure of examiners to following examination regulations

- Fraudulent claim for certificates including the submission of false information to gain a qualification
- Intentional withholding of information from the PTD which is critical to maintaining the rigour of quality assurance
- Collusion of examiners with candidates
- Disclosure of confidential information by examiners to candidates
- Disruptive behaviour by candidates

### **How to notify the PTD of suspected or actual cases of malpractice and maladministration**

Anybody who identifies or is made aware of suspected or actual cases of malpractice or maladministration at any time must immediately report their findings to Professional Teachers of Dancing, Head Office by post or e-mail.

Professional Teachers of Dancing  
 The Studios  
 Morcombelake  
 Dorset  
 DT6 6DY  
[ptdenquiries@msn.com](mailto:ptdenquiries@msn.com)

The PTD will carry out an investigation into the suspected malpractice/maladministration. This will include a review of paper-based evidence as well as interviews with those involved where appropriate.

The aim of the investigation is for it to be conducted in a fair and reasonable ensuring that all relevant information is considered without bias.

Investigations aim to:

- Establish the facts relating to allegations/complaints in order to determine whether any irregularities have occurred. It is important to remember that just because an allegation has been made, it should not be assumed that any irregularity has actually occurred
- Establish the facts, circumstances, and scale of the allegation
- Identify the cause of the irregularities and those involved
- Identify and, if necessary, take action to minimise the risk to current candidates and requests for certification
- Determine whether remedial action is required to reduce the risk to current candidates and to preserve the integrity of the qualification
- Ascertain whether any action is required in respect of certificates already issued
- Identify any patterns or trends
- Identify any changes to policy or procedure that need to be made by the PTD

The PTD will produce a report which will be accompanied by the following documentation, as appropriate:

- A statement of the facts, a detailed account of the circumstances and details of any investigations carried out
- Written statements from individuals who have been interviewed as part of the investigation
- Any mitigating factors that should be considered

Following the report, a decision will be made which aims to:

- Identify the regulatory criteria which it is alleged have been compromised
- Consider the facts of the case
- Decide on the facts whether malpractice has occurred
- Establish who is responsible if criteria have been compromised
- Consider re-assessment if appropriate

The PTD will consider action to:

- Minimise the risk to the integrity of certification now and in the future
- Maintain the confidence of PTD members in the delivery and awarding of qualifications
- Discourage others from doing likewise
- Ensure there has been no gain from compromising the standards of the PTD

In the event the PTD is unable to resolve a malpractice/maladministration claim, the claim will be forwarded to RSL Awards Ltd.