



PROFESSIONAL TEACHERS OF DANCING MALPRACTICE POLICY

ISSUE AND REVIEW

This is version 3 (January 2022) of the PTD Malpractice Policy. The policy is subject to regular revisions.

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 Head of Quality Assurance, Professional Teachers of Dancing, Head Office by post or e-mail.

Professional Teachers of Dancing
The Studios
Morcombelake
Dorset
DT6 6DY
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 report containing a statement of the facts, a detailed account of the circumstances of alleged wrongdoing, and details of any investigations carried out
- Written statements from any candidates, teachers or examiners involved
- Any candidate's work relevant to the investigation
- Details of any remedial action taken to ensure the integrity of certification now and in the future.

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

PTD's decision to take further action following the outcome of the investigation will be based only on the evidence available. The decision will be justifiable, reasonable, and consistent.

The PTD will impose sanctions on teachers, candidates, or examiners where the allegations have been proven. The sanction imposed will relate to the level of risk arising from the issue identified and in all cases the sanction will be designed to resolve the issue.

Low Level (as part of the moderation process)

Action planning

Additional moderation activities such as examiner observation

Medium Level

Suspending certification of candidates entered for examinations

Suspending certification of candidates entered for examination for any PTD qualifications pending the outcome of investigations

High Level

Withdrawing membership indefinitely

Withdrawing membership for a specific period

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