

Policy or Procedure Title: QDM21	Sanctions Policy
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LAMDA Examinations will impose sanctions on individuals/centres/third parties (where appropriate) found guilty of malpractice/maladministration in order to:

- minimise the risk to the integrity of examinations and assessments, both in the present and in the future
- maintain the confidence of the public in the development, delivery and awarding of qualifications
- ensure as a minimum that there is nothing to gain from breaking the codes of practice/ regulations
- deter others from doing likewise.

This policy has been written to support LAMDA Examinations Malpractice and Maladministration Policy. Please refer directly to that policy for information regarding the procedures relating to cases of malpractice/maladministration.

The sanctions policy will be used when a suspected malpractice/maladministration case has been established.

LAMDA Examinations will impose sanctions on the Centre/member of staff/teachers/learner or third parties found guilty of malpractice/maladministration.

This action may include:

- LAMDA Examinations refusing to accept learner registrations from a Centre coordinator/teacher/learner or third party in cases where malpractice/maladministration is established.
- LAMDA Examinations reserving the right to withdraw Centre registration status from a registered Private centre where malpractice/maladministration has been identified.
- LAMDA Examinations reserving the right to refuse to issue or to withdraw certificates from learners.
- LAMDA Examinations reserving the right to bar/withdraw membership to the Association of LAMDA Teachers where malpractice/maladministration has been identified.
- Suspending/terminating a third party contract (including suppliers, examiners and centre representatives or LAMDA staff) where malpractice/maladministration has been identified.

When sanctions involve a centre, LAMDA Examinations will make special arrangements to safeguard the interests of learners who might otherwise be adversely affected. LAMDA Examinations will endeavour to protect learners who, through no fault of their own, are

caught up in a malpractice/maladministration incident. It should, however, be accepted that there may be instances when results may not be issued if the case is inconclusive, that is if there is evidence of malpractice/maladministration but it cannot be proven who was to blame; or if LAMDA Examinations considers it would be unsafe to make awards.

In cases where it is not reasonable or possible to determine responsibility for malpractice/maladministration, and where it is clear that the integrity of the examination or assessment has been impaired in respect of an individual or individuals, LAMDA Examinations may decide not to accept the work submitted or undertaken for assessment, or may decide it would be unsafe to make awards. In these cases LAMDA Examinations will provide the learner(s) with information so they can retake the examination at the next opportunity, or where the qualification permits. This may be at no cost to the learner.

As no assumptions can be made about the intentions underlying an individual's /centre's actions, sanctions will be based only on the evidence available.

All sanctions must be justifiable and reasonable in their scale and consistent in their application. Information relating to specific instances of malpractice or maladministration including sanctions imposed is kept for 5 years.

Procedure

When a case of malpractice/maladministration has been established the investigating officer (usually the Qualifications Development Officer) will consider the evidence detailed and determine if a sanction must apply. This will be detailed on the *Suspected Malpractice/Maladministration Report Form SMM1* with provided with any additional information to the Head of Examinations. This will be reviewed by the Head of LAMDA Examinations, for a final decision/action.

Appeals

LAMDA Examinations has an established procedure relating to appeals via the complaints enquiries about results, and appeals procedure. Further information can be found in the LAMDA Examinations Complaints, Enquiries about Results and Appeals Policy.