MALPRACTICE AND MALADMINISTRATION POLICY

Policy Owner: Head Office
Oversight Committee: Examinations & Standards Committee
Final Authority: Grand Council
Applies to: Learners, candidates, teachers, centres, examiners, staff, partners and third parties
Review Cycle: Annual or following regulatory or operational change

1. Purpose

This policy sets out how International Performing Arts & Theatre Limited (I-PATH) identifies, investigates and responds to malpractice and maladministration.

It ensures that:

- assessment integrity and qualification standards are protected
- learners are treated fairly and consistently
- risks to public confidence are managed robustly
- investigations are independent, proportionate and auditable
- I-PATH meets Ofqual expectations and awarding organisation requirements

2. Scope

This policy applies to all activity relating to:

- regulated and unregulated qualifications
- examinations and assessments (live, video, recorded and written)
- results, certification and feedback
- centre approval and delivery
- qualification development and governance

This policy operates alongside, but separately from:

- Complaints Policy
- Enquiries of Results Policy
- Appeals Policy
- Academic Integrity Policy
- Anti-Bribery & Anti-Corruption Policy

3. Definitions

3.1 Malpractice

Copyright © 2026 – International Performing Arts & Theatre Limited

Malpractice is any deliberate act, default or practice that compromises, or attempts to compromise, the integrity, validity or reliability of assessment or qualifications.

This may be committed by learners, teachers, centres, examiners, staff or third parties.

Examples include:

- impersonation or use of false identity
- plagiarism, including AI-generated work submitted as original
- submission of another person's work
- unauthorised collaboration or collusion
- cheating or use of prohibited technology
- falsification of evidence, records or documentation
- interference with assessment materials, results or certification
- attempts to influence examiners or officials
- bribery or inducement
- misuse of I-PATH branding or regulatory references
- failure to comply with published rules or instructions

3.2 Maladministration

Maladministration is any unintentional or negligent act, omission or failure in systems, processes or procedures that risks the integrity, accuracy or fairness of assessment or qualification delivery.

Examples include (non-exhaustive):

- incorrect candidate registration or data entry
- issuing results or certificates incorrectly
- failure to follow published procedures
- use of withdrawn or incorrect materials
- poor record-keeping or audit trails
- failure to provide required information on time
- inadequate internal controls

4. Reporting Malpractice or Maladministration

4.1 Duty to Report

Any suspicion or allegation of malpractice or maladministration must be reported immediately to I-PATH Head Office.

Concerns may be raised by:

- examiners
- centres or teachers
- learners or parents (via centres)
- staff or committee members

Copyright © 2026 – International Performing Arts & Theatre Limited

- third parties

Reports must be made in writing using the Malpractice and Maladministration Report Form.

4.2 Initial Acknowledgement

Head Office will acknowledge receipt of a report within 5 working days.

5. Initial Review and Decision

Following receipt, Head Office will undertake an initial review to determine whether:

1. there is sufficient evidence to proceed to investigation
2. further information is required
3. the matter falls outside the scope of this policy
4. the matter should be managed under another policy (e.g. Complaints or Whistleblowing)

Where a regulated qualification is involved, the awarding organisation will be informed at an early stage.

6. Investigation Process

6.1 Investigation Leadership

- Simple cases may be investigated by a nominated senior officer
- Complex or high-risk cases will be investigated by an Investigation Panel, normally drawn from the Examinations & Standards Committee

All investigators must:

- have no conflict of interest
- confirm impartiality in writing

Where a conflict exists, the individual must recuse themselves and be replaced.

6.2 Investigation Powers

An investigation may include:

- review of documentation and systems
- interviews with relevant parties
- requests for written statements
- audit of records or processes
- review of assessment evidence
- site visits (where appropriate)

All parties are expected to cooperate fully.

Copyright © 2026 – International Performing Arts & Theatre Limited

6.3 Interim Measures

Where there is a risk of further harm or compromise to standards, I-PATH may impose temporary neutral measures, including:

- suspension of candidates, centres or examiners
- restrictions on activity or access

Interim measures do not imply guilt and are reviewed regularly.

7. Timescales

I-PATH aims to:

- complete investigations within 30 working days
- notify parties where delays occur and provide revised timescales

8. Findings and Outcomes

8.1 Determination

Decisions are made on the balance of probabilities.

The outcome will determine whether:

- malpractice or maladministration is upheld
- no breach is found
- corrective or preventative action is required

8.2 Investigation Report

A formal Investigation Outcome Report will be produced, including:

- summary of allegations
- evidence considered
- findings and rationale
- recommended actions or sanctions

Relevant parties will be given 10 working days to comment on factual accuracy.

9. Sanctions and Actions

Sanctions are proportionate to severity and impact and may include:

Copyright © 2026 – International Performing Arts & Theatre Limited

Learners

- reassessment
- disallowance of marks
- disqualification from part or all of a qualification
- withdrawal or refusal of certification

Teachers / Staff

- mandatory training
- restrictions on activity
- removal from role or membership
- onward reporting to statutory bodies

Centres / Partners

- additional monitoring or audit
- conditions or restrictions
- suspension or withdrawal of centre approval

Examiners

- immediate removal from examiner register
- reassessment of affected candidates

All sanctions require confirmation by the Grand Council before implementation.

10. Notification and External Reporting

I-PATH will notify:

- the relevant awarding organisation
- regulators or statutory bodies (where required)
- other authorities (e.g. DBS, local authority, police) where legally necessary

I-PATH will cooperate fully with external investigations.

11. Appeals Against Sanctions

Appeals against sanctions may be submitted in writing within 20 working days of notification.

Appeals are considered by the Grand Council and focus on:

- procedural fairness
- proportionality of sanctions

Appeal decisions are final.

Copyright © 2026 – International Performing Arts & Theatre Limited

12. Records and Monitoring

I-PATH:

- maintains secure records of all cases and outcomes
- reviews trends to identify systemic risks
- reports anonymised summaries to governance committees
- retains records in line with regulatory and data protection requirements

13. Related Policies

This policy should be read alongside:

- Assessment Policy
- Academic Integrity Policy
- Enquiries of Results Policy
- Appeals Policy
- Anti-Bribery & Anti-Corruption Policy
- Conflicts of Interest Policy

Copyright © 2026 – International Performing Arts & Theatre Limited