

Malpractice or Maladministration Policy

Policy Statement

Elizabeth Samuels Drama School is committed to maintaining the highest standards of integrity, fairness, and transparency in all aspects of its operations. This includes a steadfast dedication to preventing and addressing instances of malpractice or maladministration in examinations and assessments.

1. Definitions

1.1 Malpractice: Any deliberate attempt to gain an unfair advantage or compromise the integrity of assessments, examinations, or related processes. This includes but is not limited to plagiarism, cheating, collusion, and impersonation.

1.2 Maladministration: Any instance of administrative error, negligence, or failure that may compromise the integrity or fairness of assessments or examinations.

2. Responsibilities

2.1 Students: It is the responsibility of all students to act accordingly throughout assessments and examinations. Any suspicions of malpractice or instances of maladministration should be promptly reported to the designated authorities.

2.2 Faculty and Staff: Faculty and staff members are entrusted with the duty of upholding the highest standards of academic integrity. They must promptly report any suspected instances of malpractice or maladministration to the appropriate authorities within the institution.

2.3 Examination Board: The LAMDA Examination Board is responsible for the oversight, implementation, and enforcement of this policy. They will conduct thorough investigations in response to reported incidents and implement appropriate corrective actions.

2.4 Elizabeth Samuels Drama School: The school is responsible for the planning and implementation of teaching LAMDA classes to students. They also interact with LAMDA's ExamTrack system and they are responsible for registering students for LAMDA examinations.

3. Reporting Procedures

3.1 Any suspected instances of malpractice or maladministration should be reported in writing to the Examination Board within 14 working days of the incident.

3.2 Reports should include detailed information regarding the nature of the incident, parties involved, evidence, and any relevant supporting documents. Please refer to our whistleblowing policy [here](#).

4. Investigation and Resolution

4.1 The Examination Board will conduct a thorough and impartial investigation into reported incidents, ensuring confidentiality and due process.

4.2 Based on the findings, the LAMDA Examination Board will determine appropriate actions, which may include re-assessment, disciplinary measures, or other corrective actions.

5. Appeals

5.1 Students have the right to appeal the decisions made by the Examination Board within 14 working days of receiving the outcome. Appeals should be submitted in writing, outlining the grounds for appeal.

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This policy will be updated annually.

Next review date: September 2024