

UDO Academy/UDOIT Dance Foundation Malpractice policy:

UDO Academy & UDOIT Dance Foundation treats all cases of suspected malpractice* very seriously and will investigate all suspected and reported incidents of possible malpractice. The purpose of this Policy *[and Procedure]* is to set out how allegations of malpractice in relation to all Dance Leadership Qualifications are dealt with. The scope of the policy is to provide:

- a definition of malpractice
- examples of student and centre malpractice and maladministration;
- possible sanctions that may be imposed in cases of malpractice.

***The term 'malpractice' in this policy is used for both malpractice and maladministration.**

Introduction

Malpractice may include a range of issues from the failure to maintain appropriate records or systems to the deliberate falsification of records in order to claim certificates.

For the purpose of this policy this term also covers misconduct and forms of unnecessary discrimination or bias towards certain groups of learners.

Examples of malpractice

Listed below are examples of Centre and learner malpractice. Please note that these examples are not exhaustive and are only intended as guidance on our definition of malpractice:

- Denial of access to premises, records, information, learners and staff to any authorised Sports Leaders UK representative and/or the regulatory authority
- Failure to carry out internal assessment, internal moderation or internal verification in accordance with our requirements
- Deliberate failure to adhere to our learner registration and certification proced
- Deliberate failure to continually adhere to our Centre approval requirements or actions assigned to your Centre
- Deliberate failure to maintain appropriate auditable records, e.g. certification claims and/or forgery of evidence
- Fraudulent claim for certificates
- The unauthorised use of inappropriate materials / equipment in assessment settings (e.g. mobile phones)
- Intentional withholding of information from us which is critical to maintaining the rigour of quality assurance and standards of qualifications
- Deliberate misuse of our logo and trademarks or misrepresentation of a Centre's relationship with Sports Leaders UK and/or its recognition and approval status with Sports Leaders UK
- Collusion or permitting collusion in assessments
- Learners still working towards qualification after certification claims have been made
- Persistent instances of maladministration within the Centre
- Deliberate contravention by a Centre and/or its learners of the assessment arrangements we specify for our qualifications

- A loss, theft of, or a breach of confidentiality in, any assessment materials
- Plagiarism by learners/staff
- Copying from another learner (including using ICT to do so).
- Unauthorised amendment, copying or distributing of assessment papers/materials
- Inappropriate assistance to learners by Centre staff (eg unfairly helping them to pass a unit or qualification)
- Deliberate submission of false information to gain a qualification or unit
- Deliberate failure to adhere to, or to circumnavigate, the requirements of our Reasonable Adjustments and Special Considerations Policy.

Definition of maladministration

Maladministration is essentially any activity or practice which results in non-compliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration within a Centre (e.g. inappropriate learner records).

- Persistent failure to adhere to our Centre recognition and/or qualification requirements and/or associated actions assigned to the Centre
- Late learner registrations (both infrequent and persistent)
- Unreasonable delays in responding to requests and/or communications from Sports Leaders UK
- Inaccurate claim for certificates
- Failure to maintain appropriate auditable records, e.g. certification claims and/or forgery of evidence
- Withholding of information, by deliberate act or omission, from us which is required to assure Sports Leaders UK of the Centre's ability to deliver qualifications appropriately
- Misuse of our logo and trademarks or misrepresentation of a Centre's relationship with Sports Leaders UK and/or its recognition and approval status with Sports Leaders UK

Malpractice by learner

Some examples of learner malpractice are described below. These examples are not exhaustive and all incidents of suspected malpractice, whether or not described below, will be fully investigated, where there are sufficient grounds to do so.

- using the course induction period to inform learners of the Centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice

- showing learners the appropriate formats to record cited texts and other materials or information sources including websites. Learners should not be discouraged from conducting research; however work should ensure that appropriate information has acknowledged any sources used
- introducing procedures for assessing work in a way that reduces or identifies malpractice, e.g. plagiarism, collusion, cheating, etc. These procedures may include:
 - periods of supervised sessions during which evidence for assignments/tasks/coursework is produced by the learner
 - the assessor assessing work for a single assignment/task in a single session for the complete cohort of learners
 - using oral questions with learners to ascertain their understanding of the concepts, application, etc within their work
 - assessors getting to know their learners' styles and abilities, etc.
 - ensuring access controls are installed to prevent learners from accessing and using other people's work when using networked computers

Malpractice by UDO Academy/UDOIT Dance foundation employees

Examples of malpractice by, teachers, tutors and other officers, are listed below. These examples are not exhaustive and all incidents of suspected malpractice, whether or not described below, will be fully investigated, where there are sufficient grounds to do so.

- Failure to adhere to the relevant Sports Leaders UK regulations and procedures, including those relating to centre approval, security undertaking and monitoring requirements as set out by Sports Leaders UK.
- Knowingly allowing an individual to impersonate a learner.
- Allowing a learner to copy another learner's assignment work, or allowing a learner to let their own work be copied.
- Completing an assessed assignment for a student or providing them with assistance beyond that 'normally' expected.
- Damaging learner's work.
- Disruptive behavior or unacceptable conduct, including the use of offensive language (including aggressive or offensive language or behavior).
 - Allowing disruptive behavior or unacceptable conduct at the centre to go unchallenged, for example, aggressive or offensive language or behavior.
 - Producing, using or allowing the use of forged or falsified documentation, including but not limited to:
 - a) personal identification;
 - b) supporting evidence provided for reasonable adjustment or special consideration applications; and
 - c) Sports Leaders certificates
 - Falsely obtaining by any means a Sports Leaders certificate.
 - Failing to report a suspected case of learner malpractice to Sport Leaders UK.

Possible malpractice sanctions

- Following an investigation, if a case of malpractice is upheld, UDO Academy/ UDOIT Dance Foundation may impose sanctions or other penalties on the individual(s) concerned. Where relevant we will report the matter to Sport Leaders UK, and Sport Leaders UK may impose one or more sanctions upon the individual(s) concerned. Any sanctions imposed will reflect the seriousness of the malpractice that has occurred.

Listed below are examples of sanctions that may be applied to a learner, tutor, or other officer who has had a case of malpractice upheld against them. Please note that:

- *this list is not exhaustive and other sanctions may be applied on a case-by-case basis.*
- *where the malpractice affects examination performance, Sports Leaders UK may impose sanctions of its own.*

Possible study centre sanctions that may be applied to learners

- A written warning about future conduct.
- Notification to an employer, regulator or the police.
- Removal from the course.

Possible sanctions that may be applied to teachers, tutors invigilators, and other officers

- A written warning about future conduct.
- Imposition of special conditions for the future involvement of the individual(s) in the conduct, teaching, supervision or administration of students and/or examinations.
- Informing any other organisation known to employ the individual in relation to CIPS courses or examinations of the outcome of the case.
- UDO Academy/ UDOIT Dance Foundation may carry out unannounced monitoring of the working practices of the individual(s) concerned.
- Dismissal.

Procedure

- Anybody who identifies or is made aware of suspected or actual cases of malpractice or maladministration at any time **must immediately notify UDO Academy/ UDOIT Dance Foudnation or Sports Leaders UK.**
- Sports Leaders UK should be notified through the procedure outlined in the Sports Leaders UK Whistleblowing policy.
- In all cases of suspected malpractice and maladministration reported to us we will protect the identity of the 'informant' in accordance with our duty of confidentiality and/or any other legal duty as outlined in the Sports Leaders UK Whistleblowing Policy.

Administering suspected cases of malpractice

- UDO Academy/ UDOIT Dance Foundation will investigate each case of suspected or reported malpractice relating to Sports leaders UK qualifications, to ascertain whether malpractice has

occurred. The investigation will aim to establish the full facts and circumstances. We will promptly take all reasonable steps to prevent any adverse effect that may arise as a result of the malpractice, or to mitigate any adverse effect, as far as possible, and to correct it to make sure that any action necessary to maintain the integrity of Sports Leaders UK qualifications and reputation is taken.

- UDO Academy/ UDOIT Dance Foundation will acknowledge all reports of suspected malpractice within five working days. All of the parties involved in the case will then be contacted within 10 working days of receipt of the report detailing the suspected malpractice. We may also contact other individuals who may be able to provide evidence relevant to the case.
- The individual(s) concerned will be informed of the following:
 - a) that an investigation is going to take place, and the grounds for that investigation;
 - b) details of all the relevant timescales, and dates, where known;
 - c) that they have a right to respond by providing a personal written response relating to the suspected malpractice (within 15 working days of the date of that letter);
 - d) that, if malpractice is considered proven, sanctions may be imposed either by UDO Academy / UDOIT Dance foundation or by Sports leaders UK , reflecting the seriousness of the case;
 - e) that, if they are found guilty, they have the right to appeal.
 - f) that UDO Academy/ UDOIT Dance Foundation has a duty to inform Sports Leaders UK that the appeal process has been completed. This may also include informing the police if the law has been broken and to comply with any other appropriate legislation.
- Where more than one individual is contacted regarding a case of suspected malpractice, for example in a case involving suspected collusion, we will contact each individual separately, and will not reveal personal data to any third party unless necessary for the purpose of the investigation.
- The individual has a right to appeal against a malpractice outcome if they believe that the policy or procedure has not been followed properly or has been implemented to their detriment.
- Records of all malpractice cases and their outcomes are maintained by UDO Academy/ UDOIT Dance Foundation for a period of at least five years, and are subject to regular monitoring and review.