



MALPRACTICE AND MALADMINISTRATION POLICY

Cyclorama Drama & SJC Speech and Drama Tutoring

POLICY STATEMENT

Cyclorama Drama and SJC Speech and Drama Tutoring (hereafter "the Company") is committed to upholding the highest standards of integrity in tuition and assessment. Malpractice or maladministration will not be tolerated and will be investigated rigorously.

OUR COMMITMENTS

The Company will ensure that:

- Take proactive steps to prevent malpractice and maladministration.
- Monitor assessments to ensure compliance with regulations.
- Provide clear guidance to staff and learners on expected standards of conduct.
- Investigate any allegations swiftly and fairly.

IDENTIFICATION AND PREVENTION

- Tutors and staff receive regular training on recognising and preventing malpractice and maladministration.
- Clear examples and definitions of unacceptable practices are shared and reviewed during training and induction.
- Malpractice indicators include irregularities in assessment conditions, unusual learner behaviour, or breaches in exam protocol.

MONITORING MEASURES

- Examinations are held only in approved venues under the supervision of trained staff.
- Learner behaviour is monitored before, during, and after assessments.
- Assessment areas are checked to ensure they meet the standards set by the relevant exam board.

STAFF AWARENESS AND TRAINING

All staff are trained annually in recognising malpractice and maladministration.

Training includes how to report concerns, document findings, and safeguard integrity.

All staff are required to read company policies for all relevant exam boards

REPORTING AND INVESTIGATION

1. **Internal Recording** – Concerns or suspicions of malpractice are logged in a secure incident register with details of the date, time, involved parties, and summary of events.

2. **Investigation** – An internal investigation will be carried out within 10 working days by the Company Director or a senior staff member not involved in the original assessment.

3. **Interviews and Evidence** – Statements will be collected from all relevant individuals, and evidence such as emails, video recordings, or assessment documents will be reviewed.

EXTERNAL REPORTING TO THE RELEVANT EXAM BOARD

If malpractice or maladministration is confirmed or reasonably suspected, the Company will notify the relevant exam board immediately.

A formal report will be submitted including the details of the incident, evidence gathered, action taken internally, and recommendations.

Any contact with the exam board will be documented and follow their published reporting process.

RECORD KEEPING

- A secure log of all reports and investigations will be maintained to ensure transparency and accountability.

This policy is integral to our commitment to creating a safe, fair and nurturing environment for all children and young people involved with Cyclorama Drama / SJC Speech and Drama.

Date of Last Review: 23rd April 2025

Next Review Due: 1st September 2025

Signed: _____

Sarah Cook

Company Director