

LAMDA Examinations Sanctions Policy

Associated Policies:

- LAMDA Examinations Policies and Procedures
[Policies and Procedures \(Exams\) | London academy of music & dramatic art](#), including:
 - Malpractice and Maladministration Policy
 - Appeals Policy
 - Complaints Policy
 - Whistleblowing Policy

1. Introduction

1.1 This document sets out LAMDA’s policy with respect to the imposition of Sanctions on individuals or Centres as a result of an investigation into suspected malpractice or maladministration, following a Quality Assurance intervention. Sanctions may also be applied pending the outcome of an investigation in order to mitigate any potential adverse effects.

Sanctions are applied 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.

1.2 This policy covers the following areas:

- Definition of sanctions.
- Application of sanctions.
- Types of Sanctions that can be applied.

2. Scope

2.1 This policy applies to all LAMDA Representatives, Private Centres and their responsible parties (e.g. Centre Coordinators and Heads of Centre), those who enter Learners for and support Learners to complete LAMDA Exams and all third parties associated with any aspect of the development, delivery and award of LAMDA Exams.

3. Definition

3.1 In relation to the function of LAMDA as an Awarding Organisation, a sanction is an action that is taken to minimise or mitigate the risk of Adverse effects¹ arising from action or inaction by any of the parties identified above. The integrity of LAMDA qualifications, assessments and awarding function are maintained through the appropriate application of sanctions.

4. Application of sanctions

4.1 Sanctions are normally applied by LAMDA as a result of an investigation into suspected malpractice or maladministration. Sanctions may also be applied where there is an ongoing breach LAMDA's Terms and Conditions, including payment terms.

4.2 Temporary Sanctions may be applied:

- Pending the outcome of an investigation in order to mitigate any potential adverse effects e.g. suspension of certification for a recognised centre, suspension from duty pending the outcome of an investigation.
- Pending the completion of actions required to restore compliance or suitably reduce risks.

4.3 In all cases, LAMDA will consider the scale of any infringement and the potential and actual Adverse Effects in order to apply an appropriate and proportionate sanction. In applying a sanction, LAMDA will consider the impact on learners and ensure that they are not unfairly disadvantaged by the action taken.

4.4 Prior to a sanction being applied, the parties affected will be contacted in writing to explain the nature of the sanction, the rationale for its application, the actions that would need to be taken to reverse the sanction and relevant deadlines.

4.5 This policy should be read in conjunction with the Malpractice and Maladministration, Complaints and Appeals Policies.

¹ Adverse Effects are defined by Ofqual as 'An act, omission, event, incident, or circumstance has an Adverse Effect if it –

(a) gives rise to prejudice to Learners or potential Learners, or

(b) adversely affects –

(i) the ability of the awarding organisation to undertake the development, delivery or award of qualifications in a way that complies with its Conditions of Recognition,

(ii) the standards of qualifications which the awarding organisation makes available or proposes to make available, or

(iii) public confidence in qualifications.'

4.6 LAMDA, in the first instance, will apply a proportionate temporary sanction and will attempt to work with the relevant parties to positively resolve the issues identified. Should there be further issues with non-compliance, malpractice or maladministration LAMDA will re-evaluate the sanctions applied and may escalate as required. It should be noted that:

- Where sanctions require onsite visits to a recognised centre, this will be at the centre's expense.
- In applying sanctions, LAMDA will always ensure that the interests of learners who might be adversely affected are safeguarded.
- When applying sanctions to any party, LAMDA will consider whether the regulators, other Awarding Organisations or other LAMDA recognised centres should be notified.
- Any individual or centre that has had sanctions applied by LAMDA have the right to appeal that decision by following the process outlines in the LAMDA Examinations Appeals Policy.

5. Types of Sanctions that can be applied

5.1 Sanctions may include (list is not exhaustive):

- Suspension or withdrawal of the ability to request date bookings for exam events.
- Suspension or withdrawal of the ability to submit Learner entries.
- Removal of the ability to deliver all, or certain types of exams (e.g. Remote online assessments or face to face sessions).
- Removal of the ability to act as a Responsible party involved in the entry of Learners, the delivery of exams, or any part of either process.
- Withdrawal of Private Centre Status.

Version History			
Version	Date	Revision description/Summary of changes	Author
Historic Versions V1, 1.1, 1.2	08.09.2022 - 2025	Policy Creation and subsequent minor updates	Quality and Compliance Manager
GF V1-2026	15.06.2026	Reformat of existing policy in line with 2026 Governance Framework	Quality and Compliance Manager