

Policy ref: QDM21	Sanctions Policy for LAMDA Examinations
Version:05	
Owner: Quality, Standards and Compliance Manager	
Last Revised: August 2018	

Introduction

In order to comply with regulatory requirements, LAMDA Examinations may impose sanctions on individuals or centres that are suspected, or have been found guilty of, malpractice, maladministration or breaches in centre agreements. This is 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.

This policy supports the *Malpractice and Maladministration Policy for LAMDA Examinations*. Please refer directly to that policy for information regarding the procedures relating to cases of malpractice/maladministration.

Sanctions

LAMDA Examinations has a range of sanctions that can be imposed depending on the seriousness of the situation, the level and track-record of non-compliance, the risk to the interests of Learners, the integrity of the assessment process and the effect on public confidence in LAMDA Examinations and qualifications.

Sanctions may include:

- additional monitoring or inspection
- a requirement to undergo training before further involvement in LAMDA Examinations is permitted
- not accepting Learner registrations until there is sufficient evidence that outstanding actions are being addressed
- suspension or termination of a third-party contract.

The level of sanction imposed will be decided by the Head of Qualifications and relate to the level of risk arising from the activity in question. LAMDA Examinations will ensure that the sanction is designed to achieve the appropriate outcome.

Where sanctions involve any extra visits to a centre, this will always be at the centre's expense.

As no assumptions can be made about the intentions underlying an individual's /centre's motives, sanctions will be based only on the evidence available.

All sanctions will be justifiable and reasonable in their scale and consistent in their application. Information relating to specific instances of malpractice or maladministration, including sanctions imposed, will be kept in line with LAMDA's Data Retention Policy.

When sanctions involve a centre, LAMDA Examinations will make special arrangements to safeguard the interests of Learners who might otherwise be adversely affected.

It should be accepted that there may be instances when results may not be issued if the case is inconclusive; for example, if there is evidence of malpractice or maladministration but it cannot be established who specifically was to blame, or if LAMDA Examinations considers it would be inappropriate to award results.

In cases where it is not reasonable or possible to determine responsibility for malpractice or maladministration, and where it is clear that the integrity of the examination or assessment has been impaired in respect of an individual or individuals, LAMDA Examinations may decide not to accept the work submitted or undertaken for examination. In these cases LAMDA Examinations will provide the Learner(s) with information so they can retake the examination at the next opportunity, or where the qualification permits. This is likely to be at no cost to the Learner.

Procedure

When a case of malpractice or maladministration has been established or there has been a serious breach in the centre agreement, the Head of Examinations will recommend suitable actions and / or sanctions.

Appeals

Should an individual or centre wish to appeal against sanctions imposed, this process is detailed in the *Appeals Policy and Procedure for LAMDA Examinations*.