

I-PATH Teacher Member Terms & Conditions

Effective from: 15 July 2025

Issued by: International Performing Arts & Theatre Limited (I-PATH)

www.i-path.org / info@i-path.org

SECTION 1: BECOMING A REGISTERED TEACHER MEMBER

1.1 Eligibility

You may apply to become an I-PATH Registered Teacher Member if you:

- Hold a recognised teaching qualification (Level 4 or above), **or**
- Hold a Level 6 BA (Hons) Degree in a performing arts discipline, **or**
- Have professional experience in the performing arts industry, **or**
- Are a current teaching member of another regulated exam board.

You'll need to provide evidence of this as part of your application.

1.2 Subscription and Membership

- Anyone can subscribe and access our syllabuses and resources.
- Free membership is awarded (with an e-certificate) if you meet the eligibility criteria. This is confirmed through the subscription form.
- If you're not eligible for full membership yet, you can still access materials, but **you won't be able to enter students for exams** until you become qualified.
- I-PATH offers support towards regulated teaching diplomas (Level 4 or Level 6) with partial bursaries available.

1.3 Membership Fees

- The annual subscription fee (see Fee Sheet or website), automatically renewed unless cancelled.
- The fee is **non-refundable**, but you may cancel your subscription at any time.
- The current Fee Sheet is available on the homepage or in the Teacher Member section of the website.

1.4 Account Access and Member Portal

- Members receive login details to access exclusive teaching resources and exam forms.
- You must **keep your login confidential** and never share member content with others.
- Instructions on accessing your account are included in the **Member Login Guide**.

SECTION 2: MEMBER RESPONSIBILITIES

2.1 Conduct and Professionalism

- Uphold high standards of teaching, integrity, and inclusion.
- Communicate professionally with students, families, I-PATH staff, and examiners.
- Check your email regularly for I-PATH updates.

- Do not misrepresent your affiliation with I-PATH.

2.2 Safeguarding

- You must hold an up-to-date Enhanced DBS (or national equivalent).
- Always prioritise learner welfare and follow I-PATH's Safeguarding Policy.
- Never promise to keep secrets. Report all concerns immediately to the Designated Safeguarding Officer.

2.3 Equal Opportunities

- Create an inclusive and respectful learning environment.
- Discrimination of any kind will not be tolerated.
- Learning materials must be free from bias and stereotypes.

2.4 Safe Staffing

- Maintain at least 2 adults on-site with a recommended ratio of 1:15 (adult to child) for group activities.
- Staff supervising minors must be qualified and DBS-checked.

2.5 Health & Safety

- Keep studios safe, clean, and hazard-free.
- Follow all fire and first aid protocols.
- Report all accidents using the your Accident & Incident Report Form.

SECTION 3: EXAMS AND ASSESSMENTS

3.1 Entry and Booking

- Only Registered Teacher Members can enter students for I-PATH exams.
- Use the official booking forms and submit to exams@i-path.org before deadlines.
- All candidate details must be accurate.
- Centres must notify I-PATH of any access needs, reasonable adjustments or special considerations when entering students.
- While not compulsory, we strongly encourage our Registered Teacher Members to enter students for I-PATH exams each year.
- Taking part in our exam programme helps support student progression, keeps your teaching aligned with our standards, and allows us to continue offering high-quality resources and services.
- Our team is always here to guide and support you through the exam booking process.
- Fees for all exam types are listed on the Fee Sheet. Late entries incur a fee.
- Fees are reviewed and updated annually. The latest Fee Sheet can be downloaded anytime from the homepage or the Teacher Member section of our website.

3.2 Candidate Identification

- Grades 6+ and vocational candidates must show valid photo ID or submit a signed ID Form.
- Without valid ID, results will be withheld.

3.3 Exam Conduct

- Teachers must not coach or support candidates during regulated exams. Doing so will result in the entire exam being voided, no qualifications issued, and no refunds given.
- Teachers should review the full Programmes of Study eBooks, not just the tutorial videos. Occasionally, additional requirements are outlined in the eBooks that are essential for assessment.
- No parent should contact I-PATH directly - all queries must go through the centre or teacher.
- Exam sessions cannot exceed 12 hours (including breaks) and must finish by 9pm.
- If a session runs over, remaining candidates must be recorded and submitted for assessment.
- Suitable dress and no jewellery are required for safety.
- Vocational projects must be sent to Head Office at least 48 hours before the exam.
- Exams will not be processed until invoices are paid in full.
- If a centre cancels an exam session within two weeks of the scheduled date, they will still be charged for any examiner travel, hotel, and admin costs incurred.
- Centres can choose to run sessions with Graded Exams, Vocational Exams, Achievement Awards, and/or Graded Achievement Awards, either individually or in combination.
- For guidance on how to run Achievement Awards, please refer to the Achievement Award Brochure, available in the Members Section of our website.

3.4 Missed Exams and Refunds

- If a student misses an exam due to illness, bereavement, or serious disruption, you may submit a video exam instead.
- You must notify I-PATH within 10 days and provide supporting evidence.
- Refunds are not issued for no-shows, late arrivals, or voluntary withdrawals.

3.5 Teacher ID Verification for Higher Level Exams

For all exams at Grades 6, 7, 8, and any qualifications at Level 3, Level 4, or Level 6, all candidates are required to show their ID at the start of the exam. It's the responsibility of the Registered Teacher Member and/or the centre to make sure this happens.

- For **F2F exams**: present your photo ID in person to the examiner.
- For **LVE (Live Video Exams)**: hold your ID up to the camera close-up at the start of the session.
- For **RVE (Recorded Video Exams)**: include a short close-up shot of your ID at the start of the video.

Acceptable ID includes a passport, driving licence, or national photo ID. This step helps verify the registered teacher linked to the entry and protects the integrity of higher-level assessments.

3.6 Online Exams (LVE & RVE)

- For LVE (Live Video Exams), a responsible adult must be present.
- For RVE (Recorded Video Exams), submit via the I-PATH WeTransfer platform (link will be sent).
- All RVE footage must be unedited and follow the filming standards outlined in Section 5.

SECTION 4: POLICIES AND COMPLIANCE

4.1 Reasonable Adjustments & Special Considerations

- Requests must be submitted with supporting evidence at least 2 weeks before an exam.
- Special Considerations (e.g. illness, injury) must be reported within 3 working days of the exam.

4.2 Malpractice & Maladministration

- Includes cheating, falsifying documents, coaching during exams, or mishandling student data.
- Must be reported immediately. Investigations may result in disqualification or suspension.

4.3 Sanctions

- Breaches may lead to warnings, suspension, disqualification, or termination of membership.
- All sanctions are reviewed by I-PATH and can be appealed in writing within 20 working days.

4.4 Moderation & Quality Assurance

- Exams may be reviewed by I-PATH for standardisation.
- Grades may be adjusted to ensure fairness.
- Teacher feedback is welcomed to improve processes.

4.5 Certification Verification

- Former students may request certificate verification or replacement for a fee (see Fee Sheet).
- This includes confirming the authenticity of qualifications with employers or institutions.

4.6 Whistleblowing

- If you witness malpractice or serious misconduct, report it in confidence.
- I-PATH protects whistleblowers and treats all reports seriously.

4.7 Complaints & Appeals

- Teachers may submit formal complaints or appeals using the relevant forms.
- See the Complaints and Appeals Policies for procedures and response times.

SECTION 5: RESOURCES, BRANDING & MEDIA

5.1 Accessing Materials

- You can download syllabuses, videos, and handbooks via the Member Login Portal.
- Use of resources is permitted only while your membership is active.

5.2 Recording and Submission Standards

- Videos must be clearly filmed, well-lit, and use a tripod.
- Candidates must wear suitable attire with hair neatly tied back.
- Each video must begin with: "I-PATH, [Grade], [Discipline], [Exercise Name]".
- All footage must be submitted via the I-PATH WeTransfer Platform (link will be sent).

5.3 Branding and Promotion

- Members are permitted to use the I-PATH logo in their branding.
- Teachers may describe themselves as "I-PATH Registered Teacher Members" while membership is active.

5.4 Social Media

- Only authorised staff may speak on behalf of I-PATH.
- Do not post exam materials, candidate footage without their consent, or unofficial claims about I-PATH.
- Any misuse will be followed up with warnings or disciplinary action.
- Please refrain from making negative or defamatory comments about I-PATH. If you have a concern or complaint, follow the official Complaints Procedure and contact I-PATH Head Office directly.

5.5 Published Resources

- Only resources approved by I-PATH may be marketed as endorsed.
 - Unapproved resources must not imply exclusivity or inside exam knowledge.
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SECTION 6: GENERAL

6.1 Leaving or Cancelling Membership

- You may cancel your membership at any time by emailing I-PATH.
- Upon cancellation, you must stop using all protected materials and branding.
- If you'd like to pause membership temporarily (e.g. maternity leave), contact Head Office.

6.2 CPD (Continuous Professional Development)

- Members are encouraged to complete at least 3 CPD activities per year.
- Opportunities are offered by I-PATH throughout the year.

6.3 Governance

- I-PATH is governed by a Grand Council.
- Qualifications are developed by Artistic Directors and regulated by RSL Awards and Ofqual.

6.4 Termination, Changes, and Legal Terms

- I-PATH may amend these Terms & Conditions at any time.
- We may also refuse or withdraw membership or services at our discretion.
- Legal disputes are governed by the laws of England and Wales.


6.5 Important Legal Points


- These terms do not affect your statutory rights.
 - If one clause becomes invalid, the rest still apply.
 - I-PATH is not responsible for external links or events promoted on our website.
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*This document replaces all previous versions of the Teacher Member Handbook and Terms & Conditions.
Last updated: 15th July 2025*

12. Contact Information

For any issues related to membership, exams, safeguarding or policies:

 **Email:** info@i-path.org

 **Exams Team:** exams@i-path.org

 **Agency Team:** agency@i-path.org

 **Website:** www.i-path.org