

YOUNG ACTORS ACADEMY

Malpractice & Maladministration Policy

(LAMDA Private Examination Centre)

Version: 1.0

Approved by: Centre Director

Date Approved: February 2026

Next Review Date: February 2027

1. Purpose

This policy outlines the procedures for preventing, identifying, investigating and reporting suspected or confirmed malpractice or maladministration in relation to LAMDA examinations delivered by Young Actors Academy.

The Centre is committed to maintaining the integrity, security and validity of all assessments.

2. Scope

This policy applies to:

- Learners
- Parents/guardians
- Centre Director
- Teaching and administrative staff
- Contractors
- Host venues
- Examination personnel

It applies to all examination sessions delivered across multiple venues.

3. Definitions

3.1 Malpractice

Malpractice refers to any deliberate act or practice that compromises, or could compromise, the integrity of assessment.

This may include (but is not limited to):

- Cheating or collusion
 - Impersonation
 - Falsification of records
 - Alteration of marks or documentation
 - Disclosure of confidential assessment materials
 - Inappropriate assistance to a candidate
 - Failure to maintain examination security
-

3.2 Maladministration

Maladministration refers to unintentional administrative errors or failure to follow required procedures.

This may include:

- Incorrect candidate registration
 - Failure to follow examination conditions
 - Failure to securely store documentation
 - Failure to report required information to LAMDA
-

4. Prevention Measures

The Centre minimises risk through:

- Secure storage of examination documentation
- Verification of candidate identity prior to examination
- Clear instructions regarding examination conduct
- Supervised examination conditions
- Controlled access to examination spaces
- Pre-exam administrative checks

- Staff awareness of awarding body regulations

All examination sessions are overseen by the Centre Director or an authorised trained member of staff.

5. Identification & Reporting

All staff have a responsibility to recognise and report suspected malpractice or maladministration.

Concerns must be reported immediately to the Centre Director.

Learners and parents may also report concerns via the Centre's Complaints Procedure.

6. Investigation Procedure

Where malpractice or maladministration is suspected:

1. The incident is recorded in the secure digital **Malpractice Register**.
2. Relevant written statements are obtained.
3. Evidence is gathered and secured.
4. The Centre Director conducts an internal review.
5. A written outcome is recorded.

If the concern may affect examination integrity, LAMDA will be notified immediately.

7. Reporting to LAMDA

The Centre will report to LAMDA without delay where:

- There is confirmed malpractice
- There is reasonable suspicion of malpractice
- Examination integrity may be compromised
- Regulatory guidance requires reporting

Reports will be submitted in writing via official LAMDA communication channels and will include supporting documentation.

8. Outcomes

Following investigation, actions may include:

- Procedural correction
 - Staff training
 - Formal warning
 - Removal from examination session
 - Referral to LAMDA for further action
-

9. Record Keeping & Monitoring

All incidents are recorded securely and reviewed annually to identify patterns or training needs.

Data is handled in accordance with the Young Actors Academy Privacy Policy.

This policy is reviewed annually or sooner if awarding body requirements change.