

International British Theatre School (IBTS)

Malpractice and Maladministration Policy

Reviewed: 15 November 2025

Next Review Due: 15 November 2026

1. Purpose

This policy sets out how IBTS identifies, prevents, records, investigates, and reports malpractice or maladministration in relation to LAMDA examinations. IBTS is committed to upholding the highest standards of integrity, fairness and regulatory compliance.

2. Definitions

Malpractice

Any act, deliberate or accidental, that compromises, or could compromise:

- The integrity of an examination
- The validity of results
- The reputation of IBTS or LAMDA

Examples include cheating, impersonation, unauthorised assistance, falsifying records, or attempting to influence an Examiner.

Maladministration

Administrative failures, mistakes or negligent practice that affect the integrity of exam delivery. Examples include incorrect timetabling, mishandling learner information, incorrect upload of forms, or failing to follow LAMDA procedures.

3. Internal Recognition of Potential Malpractice

How do you work internally to recognise potential malpractice?

IBTS identifies potential malpractice through:

- **Staff vigilance:** All staff are trained to recognise unusual behaviour or discrepancies.
 - **Pre-exam briefings:** Staff check that all learners understand rules and cannot bring notes/phones/unauthorised items.
 - **Review of learner preparation:** Any attempt to rehearse scripted material incorrectly or against LAMDA rules is flagged.
 - **Monitoring communication:** Staff ensure no inappropriate contact occurs between learners, parents, or examiners.
 - **Checking documentation:** Spot-checks on attendance lists, timetables, registration information and ID checks.
-

4. Measures to Identify Malpractice or Maladministration

What measures do you have in place?

IBTS operates the following preventative and detection measures:

- **Strict exam-day protocols** for registration, identity verification, and waiting-room supervision.
- **Trained exam-day supervisors** who monitor learner behaviour continuously.
- **No unsupervised access** to exam rooms or examiners.
- **Secure storage** of all exam materials and documentation.
- **Administrative checklists** for scheduling, timetabling, result checking and electronic uploads.
- **Dual-review system:** Two members of staff check all exam submissions and documentation.

- **Issue escalation system:** Any concern is immediately escalated to the IBTS Director or Examinations Manager.
-

5. Behaviour Monitoring Before, During and After Exams

Do you have measures to monitor behaviour? Do you only have exams under supervision of a fully trained team member?

Yes. IBTS monitors behaviour at all exam stages:

Before exams

- Learners are supervised in waiting areas by trained staff.
- Belongings are checked for prohibited materials.
- Behavioural red flags (coaching, discussing pieces, phones) are recorded.

During exams

- Only the Examiner and learner may enter the room.
- A fully trained IBTS staff member manages the waiting area.
- Any unusual delays, noises, interruptions or concerns are logged immediately.

After exams

- Staff observe discussions and ensure learners do not re-enter exam areas.
- Staff identify any statements from learners suggesting improper influence or misunderstanding of rules.

All exam sessions at IBTS are supervised by at least one fully trained IBTS compliance-trained staff member.

6. Ensuring Staff Understanding and Reporting Knowledge

How do you ensure your team know what malpractice is and how to act?

IBTS ensures staff are competent through:

- **Mandatory annual training** covering:
 - Definitions of malpractice and maladministration
 - Examples and case studies
 - Reporting pathways
 - Exam-day expectations
- **Pre-exam team briefings** clarifying responsibilities.
- **Written guidelines** in the IBTS Exam Delivery Handbook.
- **Quick-reference incident reporting forms** available to all staff.
- **Shadowing opportunities** for new staff to observe experienced exam supervisors.

Staff must sign a declaration confirming they understand the procedures and know how to recognise and report malpractice.

7. Internal Recording of Malpractice Concerns

How would you internally record it?

All concerns are logged in the **IBTS Malpractice & Maladministration Register**, which includes:

- Names of individuals involved
- Date, time and location
- Description of the incident or suspicion

- Evidence gathered (statements, emails, reports)
- Immediate actions taken
- Investigator assigned
- Outcome and closure date
- Whether it was reported to LAMDA

Records are stored securely for **five years** and comply with UK GDPR.

8. Investigating Potential or Actual Malpractice or Maladministration

How would you investigate?

IBTS follows a structured investigation process:

1. **Immediate safeguarding of the exam environment** (if urgent).
2. **Assigning an Investigation Lead** (usually the Director or Examinations Manager).
3. **Collecting evidence**, which may include:
 - Statements from staff, learners or witnesses
 - Exam-day documentation
 - Timetables, emails or communication logs
 - CCTV (if the venue provides it)
4. **Interviewing involved parties** confidentially.
5. **Determining the severity**:
 - Minor procedural error
 - Potential malpractice

- Confirmed malpractice
- 6. **Implementing corrective actions** (e.g., rescheduling, staff removal from exam duties).
- 7. **Deciding whether to report to LAMDA** (see Section 9).
- 8. **Documenting the entire process** in the Malpractice Register.

IBTS aims to conclude investigations within **10 working days**.

9. Mechanism for Reporting Malpractice or Maladministration

What is your mechanism?

IBTS maintains several mechanisms:

- **Immediate escalation** to the IBTS Director or Examinations Manager.
 - **Formal reporting form** completed by the concerned staff member.
 - **Internal investigation** documentation compiled in the Register.
 - **Official notification to LAMDA** when required.
 - **Confidential reporting option** for staff and learners via email or an anonymous form.
-

10. When IBTS Must Report to LAMDA

When would you report?

IBTS reports potential or actual malpractice/maladministration to LAMDA in the following cases:

- When the integrity of an exam or result **may have been compromised**
- When a learner cheats or attempts to cheat

- When a parent or staff member attempts to influence an Examiner
- When incorrect administrative processes affect exam validity
- When an incident involves:
 - Impersonation
 - Unauthorised assistance
 - Falsified documentation
 - Security breaches
- When the Examiner raises concerns
- When IBTS cannot contain or mitigate the issue internally
- When required by LAMDA's published regulatory framework

Reporting is done **immediately**, ideally within 24 hours of confirmation.

11. How IBTS Reports Malpractice or Maladministration to LAMDA

How would you report?

IBTS reports to LAMDA using:

1. **LAMDA's official Malpractice/Maladministration Report Form**, or
2. **Email to:**
 - **international@lamda.ac.uk**
 - or another LAMDA-designated compliance address

Reports include:

- Factual summary of the incident
- Individuals involved (within GDPR allowances)
- Evidence collected
- Actions already taken
- Impact assessment
- Request for further instruction, if needed

LAMDA's response is added to the IBTS Malpractice Register.

12. Policy Review

This policy is reviewed annually or earlier if LAMDA updates its procedures or if an incident necessitates early revision.