

LAMDA

LAMDA Examinations Sanctions Policy

Introduction

In order to comply with regulatory requirements, LAMDA Examinations may impose sanctions on individuals or centres as a result of an investigation into suspected malpractice, maladministration or misconduct, or following a Quality Assurance intervention. Sanctions may 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.

This policy covers the following areas:

- Definition of sanctions.
- Application of sanctions.
- Sanctions that can be applied to:
 - Recognised Centres.
 - LAMDA Examiners.
 - Teachers.
 - Learners.

Definition

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

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.'

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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.

Application of sanctions

Sanctions are normally applied by LAMDA as a result of an investigation into suspected malpractice, maladministration or misconduct. 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.

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.

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 and relevant deadlines.

This policy should be read in conjunction with the Malpractice and Maladministration, Complaints, Appeals and Enquiries About Results (EAR) Policies.

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.

Please note: LAMDA, in the first instance, will apply a proportionate sanction as described in the tables below. Should there be further issues with non-compliance, malpractice, maladministration or misconduct, LAMDA will re-evaluate the sanctions applied and may escalate as required.

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Sanctions against Recognised centres

		Compliance level			
		Full compliance	Part compliance	Non-compliance	Major non-compliance
		All centre conditions met.	Some centre conditions not fully met.	Breach of centre conditions.	Severe breach of centre conditions.
Adverse effects	No adverse effects	No Sanction NO ACTIONS			
	No adverse effects on learners, the qualification/assessment integrity or LAMDA's awarding function		No Sanction L1 ACTIONS TO BE COMPLETED		
	Adverse effects on learners and/or the qualification/assessment integrity but no adverse effects on LAMDA's awarding function			Sanction: Suspension of registration or certification L2 ACTIONS TO BE COMPLETED	
	Adverse effects on learners, the qualification integrity/assessment and/or LAMDA's awarding function				Sanction: Approval status suspended (qualification or centre level) L3 ACTIONS TO BE COMPLETED

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Sanctions against teachers

		Malpractice/Maladministration/Misconduct			
		No malpractice/ maladministration identified	Maladministration identified	Malpractice/Misconduct identified	Major malpractice/misconduct identified
Adverse effects	No adverse effects	No Sanction			
	No adverse effects on learners, the qualification/assessment integrity or LAMDA's awarding function		Sanction: Written warning Potential re-training		
	Adverse effects on learners and/or the qualification/assessment integrity but no adverse effects on LAMDA's awarding function			Sanction: Suspension of status. Actions required before reinstatement	
	Adverse effects on learners, the qualification/assessment integrity and/or LAMDA's awarding function				Sanction: Removal of status. Disqualification from delivery for any LAMDA qualification at any recognised centre.

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Sanctions against learners

		Malpractice/Maladministration/Misconduct			
		No malpractice/ maladministration identified	Maladministration identified	Malpractice/Misconduct identified	Major malpractice/misconduct identified
Adverse effects	No adverse effects	No Sanction			
	No adverse effects on other learners, the qualification/assessment integrity or LAMDA's awarding function		Sanction: Written warning		
	Adverse effects on other learners, the recognised centre and/or the qualification/assessment integrity but no adverse effects to LAMDA's awarding function			Sanction: Disqualification from the qualification (either at one centre or across all centres). Actions may allow for reinstatement	
	Adverse effects on other learners, the recognised centre, the qualification/assessment integrity and/or LAMDA's awarding function				Sanction: Disqualification from any LAMDA qualification at any recognised centre. This may be permanent or for a set period of time

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Version control

Version number	Date	Initial	Comments
V1	08.09.2022, 30.05.2023	PS, KR	New Document. No amends required.
V1.1	12.03.2025	KR	Minor amends