

NATD

National Association of Teachers of Dancing

NATD Policies

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Appeals Policy – January 2019

The NATD upholds the principle of the right to appeal against a result and aims to deal with all properly lodged Appeals in an impartial and transparent manner.

It is the policy of the NATD to act fairly and without bias or prejudice in all its dealings with examination candidates and their teachers. Candidates and teachers who choose to lodge an Appeal will not be disadvantaged by so doing.

The NATD endeavours to ensure through its training and monitoring of its Examiners that there is consistency of assessment. Entry for NATD examinations is deemed to constitute the acceptance of the artistic judgment of the Examiner.

Grounds for Appeal

Appeals on the results of assessments

A candidate or teacher has grounds for appeal if:

- There have been irregular procedures on the part of the Examiner (e.g. questions asked or steps requested which were outside the limits of the syllabus)
- An irregularity occurred outside the examiner's or candidate's control
- There was evidence of Examiner misconduct

Appeals which question the artistic judgment of the Examiner (i.e. the marks awarded) will not be accepted. This is because the nature of dance examinations is such that candidates are assessed on a single performance on one specific occasion, which does not produce lasting evidence, thus making it impossible to make a fair investigation into such an appeal.

Appeals on decisions regarding Reasonable Adjustments and Special Considerations

A candidate may make an appeal against NATD if they have been refused a request for a special consideration or reasonable adjustment. In these cases, the Quality Assurance Manager and the Quality Assurance Panel will review the application and make a final decision about whether the grounds for refusal was justified in terms of the equal opportunities and fair access to assessment policy and the policy for reasonable adjustments and special considerations.

The Quality Assurance Manager will make the decision known to the candidate within 10 days of the decision being made.

If a candidate wishes to take their appeal further, they can contact the regulatory authorities.

Appeals on decisions following an investigation into malpractice or maladministration

Please see NATD's Malpractice and Maladministration policy for details about how to appeal about decisions following an investigation into malpractice or maladministration.

Method of Appeal

The appeal should be made through the Principal of the School or Teacher who entered the candidate.

First Level of Appeal

An Appeal must be made in writing by the Principal of the school or the teacher who entered the candidate and sent by post or email to the Quality Assurance Manager, NATD Ltd., National House, Turnfields Court, Turnfields, Thatcham, Berkshire, RG19 4PT or info@natd.org.uk

The grounds for the Appeal must be clearly set out and accompanied by the candidate's original Report Form. This should be postmarked no later than fourteen (14) days after the result has been issued to the Centre or after a Result Enquiry Service Report has been received. Acknowledgement of this Appeal will be sent to the Teacher within 7 working days of receipt.

The Quality Assurance Manager will carry out an initial investigation into the appeal which includes:

- Consideration of the comments of the Examiner written during the examination;
- Consultation with any other appropriate person(s);
- Consideration of the published criteria for the examination;
- Statistical evidence relating to the record of the Examiner and the result history of the teacher whose candidate is the subject of the enquiry.

The Quality Assurance Manager will convene an Appeals Panel drawn from members of the Quality Assurance Panel and including an independent member and report the results of the initial investigation to them for a decision.

A response will be sent to the Teacher will be sent within 40 working days.

If the Appeals Panel decides that the Appeal should be upheld either an adjustment to the mark will be made, or the candidate will be offered a re-examination free of charge. The Appellant will be asked to respond within fourteen (14) days of receiving such an offer. Acceptance of the offer of a re-examination terminates the Appeal procedure and no further action can be taken.

In the event of a re-examination being offered, a time limit will be prescribed in the interest of all parties. A re-examination will be carried out by a Senior Examiner who has no personal interest in the decision being appealed.

A charge of £25.00 is made to the Teacher per candidate for Stage 1 of the Appeal procedure. If an appeal is upheld, the appeal fee(s) will be returned; otherwise the fee(s) will be retained by the NATD.

Second Level of Appeal

Those who are not satisfied with the decision made in Stage 1 may proceed to a second level of Appeal, which will include a hearing before the Appeal Panel. Appeals should be made in writing to the Quality Assurance Manager and should state clearly the further grounds on which they are pursued and sent to Quality Assurance Manager, NATD Ltd National House, Turnfields, Thatcham, Berkshire, RG19 4PT or info@natd.org.uk They should be postmarked no later than fourteen days from the receipt of the previous decision. The Head of the Centre (Principal of the School) or teacher may be invited to attend the hearing.

Acknowledgement of this Appeal will be sent within 7 working days of receipt.

The Appeals Panel will consider all previous evidence and will make a decision about individuals to be consulted via a hearing. The Chair of the Appeals Panel, in conjunction with the Quality Assurance Manager, will be responsible for convening the hearing and contacting individuals who are requested to attend. Following the hearing the Appeals Panel will make a decision and a response will be sent within 40 working days.

If the Appeals Panel decides that the Appeal should be upheld either an adjustment to the mark will be made, or the candidate will be offered a re-examination free of charge. The Appellant will be asked to respond within fourteen (14) days of receiving such an offer. Acceptance of the offer of a re-examination terminates the Appeal procedure and no further action can be taken.

If the results of an appeal called into question the accuracy of other results as it was considered that the underlying reason for the success of that appeal was not just pertinent to the individual but was likely to have affected other results, then those other candidates would be offered a re-examination at no cost to themselves' to protect the interests of all candidates and the integrity of the qualification. The original result would be declared void and records would be amended accordingly. A re-examination will be carried out by a Senior Examiner who has no personal interest in the decision being appealed.

A charge of £50.00 is made to the Teacher per candidate for Stage 2 of the Appeal procedure.

If a teacher is not satisfied with the conduct of the Appeal, he/she may complain to the Regulatory Authorities, who will consider the complaint and investigate if appropriate.

Group Appeals

An appeal made on behalf of a group of candidates will follow the same process as in Stages 1 & 2. The fees for Stages 1& 2 will apply as appropriate up to a maximum of £250.00.

In the event of an appeal being upheld at either stage, the appeal fee(s) will be returned; otherwise the fee(s) will be retained by the NATD.

Third Level Appeal

If a candidate or teacher is still unsatisfied with the outcome of the second stage appeal, they may take their appeal to the regulatory authorities should they so wish. NATD will cooperate fully with the regulatory authorities in all investigations.

If the decision has been made to uphold the appeal in favour of the candidate, NATD may either:

- Make an adjustment to the marks if it is found that additional information should have been provided by the Examiner on the official report form.
- Offer a free re-examination with a different Examiner within an agreed timescale.

In the case of a successful appeal, the Quality Assurance Manager, in conjunction with the Appeals Panel, will decide on the action to be taken which could involve:

- Identification of other candidates who may be affected by the appeal decision and make contact with them should it be appropriate to do so to discuss further action to be taken.
- Retraining of the Examiner in question in the case of recording of marks and comments accurately
- A review of the statistics for that particular Examiner for the session to ensure that other marking has been carried out according to the procedures
- In the case of an appeal against an examiners conduct, the examiner will be monitored by a senior Examiner for a period to be decided by the Quality Assurance Manager and the Quality Assurance Panel to be signed off only when all concerned are satisfied that the Examiner is adhering consistently to the examination requirements.

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- Review of the following procedures – design and development of assessment if it is felt that the examination syllabus or criteria are the reason for the appeal, review of quality assurance procedures should these be in question.

The Quality Assurance Manager will report back once actions have been taken and keep any processes or individual examiners under review. The Quality Assurance Manager will be expected to produce regular 6 monthly reports about the effectiveness of the actions until such time as the Quality Assurance Panel are satisfied that the new procedures or re-standardisation are in place and working appropriately.

Code for Good Practice – January 2020

It is a condition of NATD membership that this code of practice is implemented.

ALL NATD ACTIVE MEMBERS WORKING WITH YOUNG PERSONS UNDER 18 YEARS OF AGE AND/OR VULNERABLE ADULTS SHOULD HAVE A DBS CHECK IN PLACE (RENEWABLE EVERY 3 YEARS).

This code of good practice is the policy of the NATD to safeguard the welfare of all members and their pupils by protecting them from physical, sexual and emotional harm, thereby helping to ensure compliance will current child protection legislation.

You need to check the following every time you start a class or examination session.

- | | | |
|------------------------------------|------------------------------------|--------------------------------------|
| 1. Ventilation | 5. Lighting | 9. Accident Book |
| 2. Sanitary and hygiene facilities | 6. Fire Exits | 10. Attendance register |
| 3. Temperature | 7. Positioning of electrical leads | 11. Visibility of fire extinguishers |
| 4. Condition of all equipment | 8. Condition of floor and seating | 12. First Aid Kit |

Promoting good practice

DO'S	DO NOT's
TREAT all (especially young) people with respect and dignity	PERMIT any abusive peer behaviour (e.g. ridiculing /bullying)
ALWAYS work in an open environment where at least one other adult is present (avoiding private or unobservable situations)	ALLOW anyone to use inappropriate language unchallenged
PROVIDE an example you wish others to follow	HAVE any inappropriate physical or verbal contact with others
RESPECT a young person's right to personal privacy	SHOW favouritism to any individual
AVOID situations that compromise your relationship with people of all ages	JUMP to conclusions about others without checking
REMEMBER that someone else might misinterpret your actions however well intended	MAKE suggestive remarks or gestures, even in fun
TELL students before any movement with physical contact exactly what is intended and ensure they agree and do not show discomfort	ALLOW yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes
PROVIDE access for young people to talk about any concerns they may have	LET suspicious, disclosure or allegation of abuse go unrecorded or unreported
RECOGNISE that caution is required when dealing with sensitive issues such as bullying or abuse	PERMIT smoking in any dance area
RECORD any accident/injury/unusual incident and any treatment given in an appropriate register	TEACH beyond the mental and physical capabilities of any pupil

Promoting professional good practice

- Respect another teachers' business. Do not directly contact individuals with a view to "poaching" students.
- Do not use choreography created by another teacher without their permission
- Avoid establishing a dance school close to an existing NATD school
- Any business promotion should not be derogatory about another teacher/school. This could be illegal.

Conflicts of Interest Policy – V2 – April 2018

1. Definition of conflicts of interest:

A conflict of interest¹ exists in relation to an awarding organisation where:

- (a) Its interests in any activity undertaken by it, on its behalf or by a member of its Group have the potential to lead it to act contrary to its interests of the development, delivery and award of qualifications in accordance with its Conditions of Recognition
- (b) A person who is connected to the development, delivery or award of qualifications by the awarding organisation has interests in any other activity which have the potential to lead that person to act contrary to his or her interests in that development, delivery or award in accordance with the awarding organisation's Conditions of Recognition, or
- (c) An informed and reasonable observer would conclude that either of these situations was the case.

Conflicts of interest can also be identified more widely in the context of the organisation as a whole².

The most common forms of conflict of interest are:

- Where an individual enters into a financial or operational agreement with an organization or individual in which there is a vested interest.
- Where the interests of one job held by an individual contradicts another job held by that same individual (e.g. a person working for two competing organisations).
- Where a spouse, child, or other close relative of an individual is employed (or applies for employment) by the organisation.
- Where goods or services are purchased from a relative of an individual or a firm controlled by a relative.
- Accepting gifts from others to promote their interests within the organisation.

2. Identification of conflicts of interest

All members of the Council of Management, Examiners, members of staff and consultants are actively encouraged to declare any potential conflicts of interest regardless of whether they deem these to be such. Potential conflicts of interest could include:

- Directorships of other companies for Council of Management members
- Directors who are also Examiners and/or teachers
- Examiners who are teachers
- Personal interests which may conflict with those of the organisation (as defined in Section 1).
- Financial interests which may conflict with those of the organisation (as defined in Section 1).
- A conflict involving close relatives which may conflict with their status as a Director, Examiner or member of staff (as defined in Section 1).

All members of the Council of Management, Examiners, members of staff and consultants must declare any interests which will be added to the Register of Interests by the Chief Executive.

Interests are declared via the annual declaration form which is issued to Council of Management members, Examiners and consultants. These forms are issued and retained by the Quality Assurance Manager. Members of staff are required to declare any conflicts of interest directly to the Chief Executive.

¹ As defined in the *General Conditions of Regulation* 2011 published by Ofqual

² As defined by the Charities Commission

Once added to the Register, potential conflicts will be examined by the Chief Executive who will make a decision on whether the conflict warrants further action to be taken or escalation to the Council of Management.

3. Managing conflicts of interest

In addition to the annual declaration of interest and the Register, NATD will also implement a number of processes for managing any on-going potential conflicts of interest where these are identified in the annual declarations.

This includes the following measures:

a) *For all staff involved in assessment*

As part of the applications process for all Examiners CVs will be checked by the Quality Assurance Manager to identify any possible conflicts of interest. Where the Examiner is an existing member of the organisation, the Quality Assurance Manager will check records to see if any potential conflict exists. Where uncertainty remains, these will be explored as part of the interview process.

b) *For Directors and consultants*

Directors and consultants are actively encouraged to register any interests which may be a potential conflict with their activities with NATD, regardless of whether the individual deems the interest to be a potential conflict. Directors and consultants must complete and return a declaration of interests form. NATD will carry out independent checks on the status of Directors and consultants (e.g. Companies House).

4. Main potential areas of conflict that have been identified

A number of potential conflicts of interest have been identified by NATD which concern a number of individuals working within the organisation. The following outlines these and details the strategies in place to manage them.

a) *Director/Examiner conflict*

- A number of members of the Council of Management also act as Examiners for NATD as they are specialists in particular dance genres and have substantial experience in teaching and examining the syllabi. On examination of this as a potential conflict of interest, NATD considers this to be a strength as Council members have experience of detailed operational aspects of the organisation and as such will be able to challenge and question matters of compliance from a position of authority and experience.
- There may be instances in which an individual's status as both Director and Examiner comes into conflict, for example if there was a discussion at the Council of Management about making changes to a particular genre in which they have an interest. In such cases, the Director would absent themselves from this discussion and any vote taken.

b) *Directors who declare directorships of other organisations*

- Any member of the Council of Management who is a director another organisation must declare this in their annual declaration. NATD would not view directorships of other organisations as a high-risk conflict if:
 - They were listed as a Director of their own dance school (which would bring a direct link to operational aspects of teaching to the Council meetings); or

- They were appointed as a Director of a dance organisation such as the British Dance Council as a representative of NATD (which enables NATD to have a voice in the organisation of national and international dance events).
- In both cases Directors must declare such an interest but this will not be regarded as a conflict of interest unless there is a specific matter under discussion at Council relating their particular interest in which case the Director concerned would absent themselves from that particular discussion and vote.

c) *Examiner interests in assessment*

- **Rule 21** of the Constitution clearly states that “an examiner shall not conduct the examination of his/her own pupil or student of any school or establishment, with which the examiner is directly or indirectly connected. Upon appointment, every examiner, shall by written notice, declare the nature of his interest in and particulars of any such school or establishment”.
- Examiner interests must be declared where they have an impact on this rule. This would fall into three main categories:
 - An examiner who is related to a candidate or teacher.
 - An examiner who has taught a candidate or teacher.
 - An examiner who has trained with a teacher or who has trained a teacher.
- Examiners will never carry out examinations on their relations. This will always be prohibited and any personal relationships with other member of NATD, candidate or teachers **MUST** be declared. This will be logged on the Register for future examiner allocation.
- In the latter two circumstances an Examiner must declare any professional relationships but it would only be judged as a conflict of interest if the examiner was carrying out an examination for which they had taught or trained that individual candidate and the length of time which has elapsed (at least 12 months) between the teaching or training taking place and the examination being conducted. Any instance will be logged on the Register for future allocation. Timescales would be agreed on a case by case basis but would not be less than 12 months.
- Examiners must contact the Quality Assurance Manager if they have any doubts about examining candidates known to them in other circumstances (for example if the teacher is a colleague or personal friend). In these cases any issues must be raised as soon as the Examiner is allocated to the teacher/school. It will be placed on the Register and logged for future examiner allocation.

5. Reporting conflicts of interest and roles and responsibilities

All declarations are formally reported to the Council of Management along with recommendations for action to be taken. The Chief Executive is responsible for reporting conflicts of interest to the Council of Management.

Where a serious conflict arises that would need immediate resolution, the Chief Executive would contact members of the Council of Management and request a resolution by proxy of the matter or convene an Extraordinary meeting of the Council to resolve the matter.

Serious conflicts of interest could include:

- A conflict which could have legal or regulatory implications for NATD.
- A conflict of loyalty where the organisation is in a significant dispute with another organisation and a Director has a significant involvement with both organisations
- A conflict of interest that has an external impact on NATD.

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- A conflict that brings into question the ability of the individual to clearly demonstrate or explain that their decision has been made independently of any private interest or competing duty.
- A conflict which could be damaging to the organisation's interest and reputation.

6. Monitoring of conflicts of interest

NATD will carry out continuous monitoring of operations and personnel to ensure that any conflicts of interest in relation either to the organisation's activities or to the activities of personnel working for NATD are identified and mitigated as soon as possible.

Monitoring will be carried out on an annual basis via the declarations of interests and via background checks. Any issues will be flagged with the Chief Executive who will report to the Council of Management on any actions to be taken.

Data protection policy – January 2020

Introduction

In order to operate efficiently, we must collect information about people with whom we work. These may include members of the public, current, past and prospective employees, funded bodies and suppliers. In addition, we may be required by law to collect and use information in order to comply with the requirements of central government.

This personal information must be handled properly under the Data Protection Act 1998 ('the Act') and the General Data Protection Regulations (GDPR) May 25th 2018. The regulations determine the way that we handle 'personal data' that we collect in the course of carrying out our functions and gives rights of access to people whose 'personal data' we may hold.

We consider that the correct treatment of personal data is integral to our successful operations and to maintaining trust of the persons we deal with. We fully appreciate the underlying principles of the regulations and support and adhere to its provisions.

Information covered by GDPR

GDPR uses the term 'personal data'. For information held by NATD, personal data essentially means any recorded information held by us and from which a living individual can be identified. It will include a variety of information including names, addresses, telephone numbers, photographs of people and other personal details.

Data protection

We will ensure that personal data is:

1. Fairly and lawfully processed
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Accurate and kept up to date
5. Not kept longer than necessary
6. Processed in accordance with the individual's rights
7. Secure
8. Not transferred to other countries unless the country to which the data is to be transferred has adequate protection for the individuals
9. Only used by third parties under strict criteria

Conditions

We will ensure that at least one of the following conditions are met before we process any personal data:

1. The individual has consented to the processing
2. The processing is necessary for the performance of a contract with the individual
3. The processing is required under a legal obligation (other than one imposed by a contract)
4. The processing is necessary in order to pursue our legitimate interests or those of third parties (unless it could unjustifiably prejudice the interests of the individual)

Individuals' rights

- The right to obtain their personal information from us
- The right to ask us not to process personal data

Legal requirements

While it is unlikely, NATD may be required to disclose your user data by a court order or to comply with other legal requirements. We will use all reasonable endeavours to notify you before we do so, unless we are legally restricted from doing so.

No commercial disposal to third parties

NATD shall not sell, rent, distribute or otherwise make user data commercially available to any third party, except as described above or with your prior permission.

Our commitment to data protection

We will ensure that:

- Everyone managing and handling personal information understands that they are responsible for following good data protection practice
- There is someone with specific responsibility for data protection in the organisation
- Staff who handle personal information are appropriately supervised and trained
- Queries about handling personal information are promptly and courteously dealt with
- People know how to access their own personal information
- Methods of handling personal information are regularly assessed and evaluated
- Any disclosure of personal data will be in compliance with approved procedures.
- We take all necessary steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure
- All contractors who are users of personal information supplied by NATD will be required to confirm that they will abide by the requirements of GDPR with regard to information supplied by us.

Privacy Notice

NATD Privacy Notice is available on the website and on page 26 of this book.

Enquiries Procedure – January 2020

Result Enquiry Service

In the majority of practical examinations, the criterion-based marking system should provide teachers and candidates with sufficient feedback to indicate the candidate's strengths and weaknesses as evidenced on the day of the examination. However, there may be occasion when a more detailed feedback is required to explain an unexpected result or set of results. Result Enquiries will only be accepted from the candidate's school or teacher; they cannot be accepted from candidates themselves or their parents.

Teachers should note that this service is quite separate from the Appeals procedure. No result will be changed as a result of an enquiry except in the event of a clerical/arithmetical error being found, in which case the enquiry fee would be refunded.

Enquiry Concerning a Result

If after receiving the results of an examination session, a teacher wishes to make an enquiry concerning the reasons for the marking of a particular candidate it should be notified to Head Office info@natd.org.uk or NATD Ltd. National House, Turnfields Court, Turnfields, Thatcham, Berkshire, RG19 4PT. This enquiry should be dated no later than 14 days after issue of results from the Examination Department. The information should include:

- Date of examination
- Level and Branch of the examination
- Examiner's name
- Centre number
- Candidate's name and Pin number
- Reasons for the enquiry
- A copy of the Candidate's Report form

A response will be provided, under normal circumstances, within 40 working days.

Equal Opportunities Policy – January 2020

The NATD is committed to equality of opportunity for all its members and their students and will not discriminate on (and expects Examiners not to discriminate on) the basis of race, colour, religion or belief, nationality, ethnic or national origin, marital or civil partner status, class, gender, gender reassignment, pregnancy or maternity, sexual orientation, age, physical, mental, sensory or learning disability.

The concept of equal opportunity is fundamental to good practice in education in which fairness to all is a basic right. Equal opportunity in dance schools requires an ethos and structure that enables and actively encourages individual students to realise their full potential. This involves the recognition and acceptance of individual needs and differences and seeks to ensure all are valued as people.

In order to promote equality of opportunity and the elimination of unfair discrimination, the NATD will:

- Ensure all members are made aware of the NATD's Equal Opportunities Policy
- Ensure that all publicity and information concerning the Association demonstrates its commitment to equal opportunities
- Do its utmost to provide dance opportunities to meet the needs of the community
- Keep all aspects of the NATD training programme under constant review to promote the understanding of equal opportunities
- Ensure that appropriate advice is available to all members concerning the NATD's Equal Opportunities Policy and its implications
- Develop links with appropriate people, groups and associations, both inside and outside the organization to further and develop its Equal Opportunities Policy.

Both in setting the structure and content of qualifications and in its processes and arrangements for assessment and awarding, the NATD will:

- Ensure access and equality of opportunity while safeguarding the integrity of the qualification
- Not create unnecessary barriers to achievement
- Guarantee fair assessment for all candidates including those with assessment requirements
- Take account of all new legislation in relation to equality of opportunity

The NATD is committed to ensuring that principles of equal access are adhered to except in cases where the requirements of professional practice have to be considered, in which case candidates will be given the appropriate counselling or advice in order to support their progression.

Action by the teachers to exclude a particular individual from a class, or deny access to an examination, must be taken only after consideration of all the circumstances, consultation with the student concerned (or their parent/guardian if more appropriate), and only if there is a reasonable belief that there is no alternative to the proposed action.

Teachers must also be aware of the following circumstances:

- Minimum age limits for entry are applied to some examinations in order to protect the health and safety of young children for whom the demands of certain syllabi would be beyond the stage of their physical development.

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- Certain sections of some examinations are designed particularly for either male or female candidates. This should in no way be construed as sex discrimination as these are designed to reflect and meet the demands of the dance profession.

NATD Invoicing Policy – January 2020

1. General Scope

This policy document covers the invoicing for all provision accredited by National Association of Teachers of Dancing (NATD) and for all provision offered by NATD as an awarding organisation recognised by Ofqual and CDMT. Exceptions may be approved separately to this document and will be confirmed in writing by Head Office.

2. Operating year

The NATD operating year runs from 1st April to 31st March.

3. Fees and Charges

NATD Fees and Charges are published annually, available from Head Office and on the Teachers' Area of the website with a printed copy sent out to all current registered members annually.

4. Examination Session Fee

4.1 Charge for:

- The provision of an examiner which is allocated by Head Office based on the completed requisition form.
- The issuing of report forms and certificates and awards as specified for the individual examination.
- The administration procedures to support the examination process.

4.2 Issue of invoice: When Head Office is in receipt of the report forms from the examiner, an invoice will be emailed or posted to the entering teacher within 7-10 working days of that receipt.

4.3 Payment terms

- If payment is not made within 28 days, the Teachers' discount is removed.
- Payment must be made in full before reports, certificates, awards are dispatched.

4.4 Information on the invoice and included with the invoice. The invoice will contain the following information:

- Itemised cost of the fees for the examination session.
- Statement of any Teachers' discount to be deducted.
- Post/packing charges
- If any professional examinations are taken during the session, these fees will be included on the entering teacher's invoice. These fees will include the examination fee, entry fee if it is the students first professional examination and the membership fee if applicable.

5. Replacement Certificate/Award fee

5.1 Charge for: replacement certificates/awards where the original certificate/award has been lost, damaged or an error due to a mistake made by the entering teacher.

5.2 Requests for replacements must be followed up in writing by post or email to Head Office after speaking to a member of staff

5.3 Payment for replacements must be received before being dispatched. Please note awards are dispatched by a third-party company and not from Head Office.

5.4 Payment Terms Not Applicable

6. Other charges

Other charges for services agreed with NATD will be levied at the discretion of the NATD Chief Executive Officer. These will be agreed in advance with the organisation or individual and will be invoiced within 15 working days of this agreement or where otherwise agreed with the organisation or individual and the invoice must be paid within 28 days of the date of the invoice

7. Review

This policy is reviewed annually by the GP and Finance committee.

IT Security Policy – V2 – April 2018

1. Introduction

- 1.1 This policy defines a framework by which NATD computer systems, assets, infrastructure and computing environment will be protected from threats whether internal, external, deliberate or accidental.

2. Key Principles

- 2.1 All central computer systems, environments and information contained within them will be protected against unauthorised access.
- 2.2 Information kept within these systems will be managed securely, to comply with relevant data protection laws and to satisfy NATD expectations that such assets will be managed in a professional, safe and dependable manner.
- 2.3 NATD employees are required to familiarise themselves with this policy, to adhere to it and comply with its requirements.
- 2.4 The Head Office manager has a responsibility for ensuring the implementation of, adherence to and compliance with this policy throughout their areas of functional responsibility.
- 2.5 The integrity of the computer system, the confidentiality of any information contained within or accessible on or via these systems is the responsibility of NATD.
- 2.6 All regulatory and legislative requirements regarding computer security and IT based information confidentiality and integrity will be addressed by NATD.
- 2.7 All breaches of security will be reported to and initially investigated by the Head Office manager and reported immediately to the CEO.
- 2.8 All employees have a responsibility to report promptly (to the Head Office manager) any incidents which may have an IT security implication for NATD.

3. The Computing Environment

- 3.1 The computing environment is defined as Head Office computing resources and network infrastructure managed and overseen by NATD and all computing devices that can physically connect to it. All are covered by this policy, including computing hardware and software, any NATD related data residing on these machines or accessible from these machines within the network environment and any media such as CD-ROMs, DVD-ROMs, portable storage devices and backup tapes.
- 3.2 All temporary and permanent connections, casual laptop docking points, the Wireless network, are similarly subject to the conditions of this policy.
- 3.3 Head Office reserves the right to monitor, log, collect and analyse the content of all transmissions on networks maintained by NATD at any time deemed necessary for performance, fault diagnostic and IT compliance purposes.

4 Physical Security

- 4.1 NATD provides secure machine room facilities with protected power arrangements and climate-controlled environments.
- 4.2 Any computer equipment in general office environments should be secured behind locked doors or protected by user log-out and or password protected screensavers whenever it is left unattended; and outside of general office hours.
- 4.3 Any portable equipment (such as laptops, memory sticks, CDs, PDAs etc.) should use a log-on or power-on password wherever possible. Any unattended portable equipment should be physically secure, for example locked in an office or a desk drawer. When being transported in a vehicle they should be hidden from view. Staff should avoid storing sensitive information on portable equipment whenever possible (see data security section, at 5. below).

- 4.4** Staff who store confidential information on NATD owned portable equipment must ensure that such data is thoroughly and securely cleansed from that equipment when they leave NATD employment.

5. Data Security

- 5.1** NATD attaches great import to the secure management of the data it holds and generates and will hold staff accountable for any inappropriate mismanagement or loss of it.
- 5.2** NATD holds a variety of sensitive data including personal information about students and employees. If you have been given access to this information, you are reminded of your responsibilities under [data protection law](#).
- 5.3** NATD provides secure and practical remote access to information and data held within its various systems environments and IT infrastructure. In most cases, gaining access to such data from an off-site point of electronic access will prove sufficient – and safe – for most needs and is the recommended general mode of remote use of such data and information.
- 5.4** Any copying – or original creation – of sensitive data and information onto any form of portable media transport device or mechanism (Memory Stick, CD, DVD, External Hard Drive, PDA, portable music player, Laptop, etc.) or its transportation beyond the secure environment it was intended to be used within (systems environment, PC environment, office etc.) carries additional responsibilities for the individual undertaking such activity.
- 5.5.1** Employee/Student (personal) data should never leave Head Office. In this context “leave” implies its physical transport to an external, and insecure location. Remote access to such data through an individual’s approved access levels and permissions is distinct and not intended to be included in the term “leave”.

6. Loss or Theft of Confidential Information

- 6.1** All incidences of loss or theft of confidential information should be reported immediately to the Office Manager so that they may be investigated. A data or IT security incident relating to breaches of security and/or confidentiality could range from computer users sharing passwords to the loss or theft of confidential information.
- 6.2** A security incident is any event that has resulted or could result in:
- 6.2.1** The disclosure of confidential information to any unauthorised person.
- 6.2.2** The integrity of the system or data being put at risk.
- 6.2.3** The availability of the system or information being put at risk.
- 6.2.4** Adverse impact, e.g.:
- 6.2.4.1** Negative impact on the reputation of NATD.
 - 6.2.4.2** Threat to personal safety or privacy.
 - 6.2.4.3** Legal obligation or penalty.
 - 6.2.4.4** Financial loss or disruption of activities.
- 6.3** All incidents must be reported to the Head Office manager. Serious incidents should be reported immediately to the CEO. A written report should be submitted containing the following information:
- 6.3.1** Details of the incident.
 - 6.3.2** Date of discovery of the incident.
 - 6.3.3** Place of the incident.
 - 6.3.4** Who discovered the incident.
 - 6.3.5** Category/classification of the incident.
 - 6.3.6** Action already taken if risk to organisation.
 - 6.3.7** Any action taken by the person discovering the incident at the time of discovery, e.g. report to police.

- 6.4** In the case of a serious potential breach, the CEO will instigate an investigation into the incident and will decide whether it needs to be reported to any regulatory bodies e.g. Ofqual or other third parties.
- 6.5** The following is a list of examples of breaches of security and breaches of confidentiality. It is neither exclusive or exhaustive and should be used as a guide only. If there is any doubt as to what constitutes an incident, it is better to inform your line manager who will then decide whether a report should be made.
- 6.6** Examples of breach of security:
- 6.6.1** Loss of computer equipment due to crime of carelessness.
 - 6.6.2** Loss of portable media devices, eg – memory sticks etc.
 - 6.6.3** Accessing any part of a database using someone else’s password.
 - 6.6.4** Finding doors and/or windows broken and/or forced entry gained to a secure room/building in which computer equipment exists.
- 6.7** Examples of a breach of confidentiality:
- 6.7.1** Finding any records about an employee, teacher or student, in any external location
 - 6.7.2** Passing information to unauthorised people either verbally, written or electronically.

7. Specific Systems

7.1 Computer and network systems access is only via individual user accounts.

7.2 Email

- 7.2.1** Email is not a completely secure medium. You should be conscious of this and consider how emails might be used by others. Remember that emails can easily be taken out of context, that once an email is sent you cannot control what the recipients might do with it, and that it is very easy to forward large amounts of information.
- 7.2.2** Similarly you should not necessarily trust what you receive in an email - in particular, you must never respond to an email request to give a username or password.

7.3 File Storage

- 7.3.2** For the vast majority of applications the security of files stored centrally is appropriate. In particular this means they will be backed up.

7.4 The Web

- 7.4.1** Users should consider the security implications of any information they put on the NATD website, and NATD reserves the right to remove any material which it deems inappropriate, illegal or offensive.
- 7.4.2** Users shall not in any way use web space to publish material which undermines IT security at NATD. In particular this covers making information available about how IT security is implemented at a practical level, or any known weaknesses.

7.6 Remote Access to Systems

- 7.6.1** Remote access is defined as accessing systems from a physically separate network. This may include:
- 7.6.1.1** Connections direct across the Internet
 - 7.6.1.2** VPN Connections
- 7.6.2.** Remote access is allowed via secure methods only Head Office shall provide the only VPN that may be used.

7.6.3 All connections via these services will be logged. No other remote access service shall be installed or set up, including single modems connected to servers or workstations

7.7 Anti-Virus Security

7.7.1 NATD will provide means by which all employees can download and install current versions of site-licensed virus protection software.

7.7.2 Users must ensure that they are running with adequate and up-to-date anti-virus software at all times. If any user suspects viral infection on their machine, a complete virus scan should be performed. If NATD detect a machine behaving abnormally due to a possible viral infection it will be disconnected from the network until deemed safe. Reconnection will usually only be after liaison with local IT support.

NATD Malpractice Policy – V3 – January 2020

Malpractice is considered to be any action or practice which threatens the integrity of the examinations and certification.

The following are just some examples of possible malpractice:

- Failing to abide by examination rules, regulations, examination procedures
- Deliberately falsifying candidate's information in order to comply with examination entrance criteria
- Impersonation – arranging for another person to take the examination, or conniving at impersonation
- Deliberately withholding results and/or certificates from candidates
- Breach of confidential results following assessment
- Altering any results on Report Forms or Certificates*

(* No Report forms are issued from Head Office with any alterations or deletions)

Other instances of malpractice may be considered at the NATD's discretion.

Reporting malpractice

Any suspected malpractice should be reported to the Quality Assurance Manager at NATD National House, Turnfields Court, Turnfields, Thatcham Berks. RG19 4PT or info@natd.org.uk. NATD will investigate all (including anonymous) allegations of malpractice or maladministration as far as practically possible in order to establish whether malpractice or maladministration has occurred. NATD will ensure that any details of individuals reporting malpractice will be kept confidential. The Quality Assurance Manager will acknowledge receipt within 7 working days.

Malpractice on the part of the Examiner

If a Teacher or candidate perceives that malpractice has taken place on the part of the Examiner (e.g. non-adherence to procedures which may have disadvantaged candidates), the details of all relevant circumstances should, initially, be sent in writing to the Quality Assurance Manager.

Malpractice on the part of a teacher or candidate

There is little scope for a candidate to cheat in an actual practical dance examination and many of the situations which would allow this can be avoided by the Examiner being alert to all possibilities of malpractice and taking preventative measures by, for example:

- Moving the position of candidates who appear to be copying others
- Checking all mirrors are covered to prevent candidates from copying others
- Ensuring that the sound operator/musician is obscured from the view of the candidate and that the doors and windows of the studio are covered to prevent any type of verbal or non-verbal communication by Teachers or anyone other than the Examiner.

If an Examiner detects any malpractice, it must be reported by telephone immediately to the Quality Assurance Manager and followed up with a written Report.

The NATD will contact the Principal of the School of the entering candidates who will be responsible for investigating the allegations and submitting a written report to the Quality Assurance Manager.

In the case of allegations made against an NATD member working on their own, a report will be required from the member involved.

These written reports should include details of all relevant circumstances; any investigations carried out; any mitigating factors and written statements from all parties involved.

Malpractice by candidates

If a Teacher (Centre) wishes to report suspicions of any malpractice on the part of a candidate, the details of all relevant circumstances should, initially, be sent in writing to the Quality Assurance Manager in order to initiate an investigation. After, investigation and consultation with any appropriate personnel, the NATD will write to the candidate (or parent) with the details of the allegation and any accompanying evidence to give an opportunity for a response and to inform them of the procedures and right of appeal to the NATD.

Investigating malpractice

As soon as possible (not more than 14 days after notification) after the suspected malpractice has been reported and initial reports have been gathered, the Quality Assurance Manager will convene a meeting of the Quality Assurance Panel, consisting of the Chief Executive; Quality Assurance Manager; Senior Examiners from the relevant Branches and the two **external Council Members**. In straightforward cases, the Panel may delegate the responsibility to the Quality Assurance Manager.

The panel will establish the nature of the malpractice and whether malpractice has occurred or not. The panel will investigate whether the correct procedures have been followed and will give the individual suspected of malpractice the opportunity to answer the allegations in a personal statement. The panel will also determine if the regulations have been broken and will make a judgment on the appropriate measures to protect the integrity of the examination and the nature of any sanctions to be imposed.

Anyone accused of malpractice must have the opportunity to respond to the allegations in writing and these should be included with the report. To enable them to do this, they must be given access to the evidence against them. They are also entitled to have a suitable witness present at the appropriate stage.

The NATD reserves the right to withhold the issue of results while investigations are ongoing. Depending on the outcome of the investigation, results may be released or permanently withheld.

Identifying others affected by the malpractice allegations

During the investigation, the Quality Assurance Panel will also consider whether the malpractice in question could potentially affect the integrity of examinations taken by a wider cohort of candidates. In such cases, the Quality Assurance Manager will contact any candidates or teachers who are identified as potentially being affected and will take appropriate action to ensure that the integrity of the examinations is maintained.

Further action following an investigation

The following sanctions/penalties may be applied flexibly according to the level of the breach of regulation or specification requirement which has been identified.

- The NATD member; candidate or Examiner is issued with a written warning
- The candidate's results are permanently withheld
- The NATD member or school may no longer have any involvement with the administration of any NATD examinations

NATD Policy Information

- The NATD member or school may be barred from entering further candidates
- The Examiner's responsibility for assessing could be removed

The decision of the NATD Quality Assurance Panel will be conveyed within 7 days. An appeal against the decision may be made in writing within a further 7 days to the Chief Executive. This will be considered by the Council of Management at the next due meeting and their decision will be given within 7 days of that meeting.

In cases in which a previously issued certificate is deemed invalid, that certificate must be returned to the NATD. The examination result will be declared void to ensure that no duplicate certificate can be issued, and the Regulatory authorities will be informed.

Appealing against malpractice decisions

If candidates, teachers or Examiners are dissatisfied with the decision made by the Quality Assurance Panel they may appeal against the decision. Appellants should submit their appeal in writing to the Quality Assurance Manager who will acknowledge the appeal within 7 working days. The Quality Assurance Manager will then investigate the appeal and take any further action necessary, including but not limited to:

- Convening an appeal panel to hear the appeal
- Interviewing those involved in the case
- Gathering further evidence

The Quality Assurance Manager will communicate the decision of the appeal panel to the appellant no more than 40 working days after the appeal is lodged.

If the appellant is dissatisfied with the final decision, a further appeal may be made to the regulatory authorities.

Reporting malpractice to the regulatory authorities

The Quality Assurance Manager will report any cases upheld to the Regulatory Authorities. All details of all cases will be held on file for inspection. Information will be shared with other awarding organisations or other agencies on request from Ofqual.

Non-Tolerance of Staff Abuse – V1 – 2018

Purpose of the policy

The purpose of the policy is to set out the NATD policy to prevent, manage and respond to any work-related abuse.

Management supports the policy and no work-related abuse, including verbal abuse, towards any member of staff will be tolerated. No member of staff will be blamed for an instance of abuse caused by an NATD member of staff, an NATD member or member of the public. All employees have the right to be treated with consideration, dignity and respect.

The policy applies to staff working at Head Office, from home or in examination sessions.

Definition

Work related abuse is any incident in which an employee is abused, threatened or assaulted by an NATD member of staff, NATD member or member of the public in circumstances arising in the course of employment.

Responsibilities of managers

The Head Office Manager and Quality Assurance Manager have a responsibility to ensure staff and examiners are aware of the policy. If an incident occurs the manager must:

- Treat the report seriously and respond promptly.
- Record details of the incident and support the staff involved.
- Listen to any staff suggestions to improve management of abuse prevention.
- Respond to and, if possible, resolve incidents before escalation where possible.

Responsibilities of staff

- Offer good customer service and be aware of customer needs
- Report any instances of abuse
- Be supportive of colleagues
- Suggest any measures that may prevent potential abuse in the workplace

Actions following an incident

Any reportable incidents or concerns must be notified to the CEO.

Any action will be discussed between CEO, Quality Assurance Manager and Office Manager.

If suspension/termination of membership is appropriate, this must be ratified by the Council of Management.

Reporting and recording of incidents

Once staff have reported an incident to the manager, this must be recorded.

Details should note date, venue, individuals concerned and any relevant circumstances. The QA manager should enter these on an "Abuse Log"

Should physical injury occur, procedures must follow RIDDOR Regulations 1995

NATD Privacy Notice – April 2018

This privacy notice tells you what to expect when the NATD collects personal information.

The National Association of Teachers of Dancing (NATD) is committed to protecting your personal information in accordance with the original Data Protection Act 1998 and the [General Data Protection Regulations](#) (GDPR) effective from May 2018. We are committed to providing a safe environment for all our members, candidates, employees, casual and freelance workers and everybody who comes into contact with us, both physically and virtually (online). This Privacy Statement refers to the use of any personal information provided to us online or via application forms, telephone, email exchange, letters or correspondence.

Whenever you provide such information, we are legally obliged to use your information in line with current legislation concerning the protection of personal information.

The NATD website occasionally contains hyperlinks to websites owned and operated by third parties. These third-party websites have their own privacy policies, and are also likely to use cookies, and we therefore urge you to review them. We do not accept any responsibility or liability for the privacy practices of such third-party websites and your use of such websites is at your own risk.

Members

We collect contact details, membership details and qualification details in order to provide membership services.

That includes, but not limited to, the administration of joining and renewals, distribution of the biannual Newsletter, information regarding the biennial congress, AGM, hosting seminars and training courses, access to local area meetings and competitions, access to the examinations service, providing disclosure and barring service checks and registration.

What information does NATD have about me?

When you participate in or sign up to any of the NATD activities, workshops, (such as newsletters, purchases from the online shop etc.) we may collect and store personal information about you. This can consist of information such as your name, email address, postal address, telephone or mobile number, date of birth, and payment details. *By submitting your details, we assume consent to use it for administrative purposes to enable us to provide you with the products or services that you have selected.*

Data Retention

Once a member lapses, we retain sufficient information to identify the previous member. This allows the previous membership number to be used again if the member re-joins. NATD relies on legitimate interest as the legal basis for retaining this information.

Candidates

We collect and hold information to administer the taking of qualifications and issuing of certificates to successful candidates. We will hold the certificate information indefinitely so that we can confirm it is genuine to any interested party. There is a public facility on the website to verify certificates.

Learning Records Service

Where a candidate supplies their unique learner numbers (ULN) we will pass on details of their qualification to the Learning Records Service to form part of the candidates Personal Learning

Record. See www.gov.uk/government/publications/learning-records-service-theplr-for-learners-and-parents

What are cookies?

Cookies are text files that websites place on your own computer to store information specific to you. This website does use a cookie which lists only the names of members who have logged in to the site.

How will you use my personal information?

We will use your personal information for a number of purposes including:

- To provide you with information about our products, services and activities and to deal with your requests and enquiries.
- For "service administration purposes", which means that we may contact you for reasons related to the service or activity you signed up for (e.g. change of details regarding a course you booked, etc.)
- To contact you about an application you have made
- To process your application for employment and where applicable your employment once appointed

As and when we need to use your personal information for reasons other than the ones specified above, we will ensure that we notify you first. You will be given the opportunity to withhold or withdraw your consent for the use of your personal information for purposes other than those listed above.

By submitting your details, we assume consent to use it for administrative purposes to enable us to provide you with the products or services that you have selected. NATD does **NOT** share your personal information with third parties, **unless clearly stated**. We do **NOT** sell your data, and neither do we buy data from third parties.

Reasonable Adjustments/Special Considerations

Personal information supplied for Reasonable Adjustment of an examination will be evaluated by Head Office and the outcome shared with the examiner. For more details see Customer Services Handbook on the website.

NATD may contact you

- To send you relevant communications as part of your membership package
- To remind you of important deadlines and/or renewal notifications
- In relation to any service or activity you have signed up for in order to ensure that we can deliver the services to you
- In relation to any correspondence we receive from you or any comment or complaint you make about our products or services

Young users

If you are aged 18 or under and you provide us with information on an application form (online or printed), your parent(s)/guardian(s) permission will be required.

How long will NATD keep my personal information for?

We keep the information we hold about our customers and members for as long as is necessary to deliver the services we are providing you with.

Where is the information stored?

We use a variety of procedures and secure technologies to help protect your personal information from unauthorised access, use or disclosure. We store personal information you provide on computer systems which have carefully controlled access and which are located in secure facilities. Any highly confidential information (such as a credit card numbers and bank details) that we hold and process is managed over the Internet by third party encryption software and protected using industry standard security measures, including the Secure Socket Layer (SSL) protocol. These are evidenced in your browser by the Padlock symbol.

The security measures described above ensure that all reasonable steps are taken to protect your personal information. However, the nature of the Internet means that an absolute guarantee of security cannot be offered, and, as with all Internet transactions, you should be aware that there may be a small security risk when disclosing information online.

Can I find out what personal information NATD holds about me?

You have the right to access certain personal information held about you.

If you wish to make a Data Subject Access Request, please contact info@natd.org.uk

Contacting us about this Privacy Statement

If you any questions or comments about this Privacy Statement please contact info@natd.org.uk

NATD Guidance on Reasonable Adjustments and Special Considerations for Students Taking Graded and Vocational Graded Examinations in Dance

(Based on guidelines from The Council for Dance Education and Training March 2016)

Purpose of examinations

Graded and Vocational Graded Examinations judge a candidate's performance via a practical demonstration of the genre to the required standard. Candidates are tested when it is felt that they have reached the appropriate standard for a grade, and they are judged by the external examiner to have achieved the standard (with merit and distinction in some cases) or not.

Due to the practical nature of the examinations, it is vital that any requests for reasonable adjustments and/or special considerations are dealt with appropriately by NATD to ensure that fair access for all candidates is maintained, whilst not compromising the integrity of the examination process itself.

Fair and equal access to examinations

NATD will ensure that as far as possible all candidates wishing to do so have the opportunity to access graded examinations at an appropriate level. However, there will be some necessary barriers to access for some candidates which will be reviewed on a case by case basis by NATD but are likely to include physical barriers, for example:

- Strength to accomplish particular technical exercises
- Physical ability to successfully complete particular exercises
- Ability to respond to musical stimulus and/or direction from the examiner

Health and Safety issues

A key barrier to access for graded and vocational graded examinations is that of health and safety which for NATD is paramount and is the deciding factor in a judgement relating to reasonable adjustments or special considerations.

If there is a concern that the effects of a person's disability or difficulty may have health and safety implications for him/herself and for others, an option open to NATD would be for a suitably qualified person to carry out a risk assessment related to the candidate's particular circumstances. This is the responsibility of individual teachers who report to NATD or in the case of "centres" a suitably qualified individual (for example a tutor or the centre contact). In some circumstances the NATD itself may wish to appoint a member of staff to carry out the risk assessment.

The risk assessment should identify the risks associated with the particular activity, but should also take account of any reasonable adjustments put in place for the candidate which may remove or reduce the risk. The risk assessment may reveal that it is not possible for the candidate to fulfil all the requirements of the assessment. In this case NATD Would make a judgement about whether the candidate is capable of successfully achieving the grade in question or whether another option would be available (for example transferring to another grade or a different qualification if available).

Assumptions should not be made about a disability or difficulty posing a health and safety risk, but the health and safety of all candidates and others must always be of paramount importance.

If NATD feels that a candidate's physical disability or learning difficulty would compromise their health and safety then they may refuse access to the examination on these grounds.

A definition of Reasonable Adjustments

A reasonable adjustment is defined as an action that will reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage during assessment.

Reasonable adjustments must not affect the integrity of the assessment, but may involve, in the case of graded and vocational graded examinations, practical considerations in the way an examination is organised or carried out.

This could include:

- Making changes for individuals to the standard arrangements for examinations, for example allowing learners extra time to complete the examination requirements
- Providing access facilitators during assessment, such as a sign language interpreter or a reader, provided that this did not impinge on other candidates
- Re-organising the examination room, such as removing visual stimuli for an autistic learner

Reasonable adjustments are requested and approved before the assessment takes place. The use of a reasonable adjustment will not be taken into consideration during the assessment of a learner's work.

A definition of Special Considerations

Special considerations are different to reasonable adjustments. They are not governed by the Equalities Act and as such awarding organisations are not legally obliged to grant them although those recognised by Ofqual are required to have clear arrangements for special considerations including information about how a candidate qualifies for special consideration and what will be given. Special Consideration is consideration to be given to a Candidate who has temporarily experienced:

- (a) An illness or injury, or
- (b) Some other event outside of the Candidate's control, which has had, or is reasonably likely to have had, a material effect on that Candidate's ability to take an assessment or demonstrate his or her level of attainment in an assessment.

This could be taken into account before, during or after the assessment.

It would not normally be appropriate for candidates to apply for special consideration in the case of a disability or learning difficulty which is known to be permanent as this is covered by reasonable adjustments.

Interpreting requests for reasonable adjustments and/or special considerations within graded and vocational graded examinations

Principles for making a reasonable adjustment to an examination

When considering whether an adjustment to assessment is appropriate, NATD will consider the following:

- Any adjustment made to the examination should not compensate the candidate for lack of knowledge, understanding and skills at the grade for which they are entered. The candidate must be able to cope with the examination content and be able to work at the level required.
- Any adjustment to the examination must not invalidate the standards for the examination. Standards relating to levels and individual grades should not be altered. NATD would take all reasonable steps to ensure that a candidate with a disability or difficulty is not placed at a

substantial disadvantage, in comparison with persons who are not disabled, in terms of access to assessment. However, there is no duty to make any adjustment to any part of the examination which relates to the standard that needs to be achieved. All candidates' performance will be assessed against set standards of attainment. These standards cannot be altered, but it may be possible to change the delivery or format of the examination so that each candidate has an equal opportunity to demonstrate what they know and can do.

- Any adjustment to the examination must not give the candidate an unfair advantage or disadvantage the candidate. The qualification of a candidate who had an adjustment to assessment must have the same credibility as that of any other candidate.
- Any adjustment to the examination could be based on the individual need of the candidate. Decisions about adjustments to examinations should be taken after careful consideration of the needs of each individual candidate, the requirements of the grade in question and the nature and extent of the support given as part of normal teaching practice.
- Any adjustment to the examination should reflect the candidate's normal way of working providing this does not affect what is being assessed in any way. The candidate should have experience of and practice in the use of the adjustment.
- Any adjustment to the examination must be supported by evidence which is sufficient, valid, reliable, and current.
- All adjustments to the examination must be authorised by NATD in advance of each examination taking place according to its nominal procedures.

Responsibilities of teachers and centres in the process of identifying reasonable adjustments

The majority of candidates entered for graded and vocational graded examinations will register via an individual teacher. In these cases, teachers have the responsibility for anticipating and identifying potential needs for reasonable adjustments in advance of an examination. They should be able to:

Identify as early as possible, preferably before entering a candidate for an examination, any difficulties the candidate may have in accessing the assessment. Teachers should make contact with NATD as soon as possible in order to determine whether reasonable adjustments to the assessment process are possible;

Select an appropriate examination for the candidate, based upon his/her particular circumstances. The teacher should explain to the candidate the requirements of the examination. It should be made clear at the outset if the candidate will not be able to meet the standard. The candidate may still decide to proceed with the examination but the teacher should explain to the candidate that they are unlikely to meet the standard they entered if they are not able to achieve all the criteria necessary which will restrict their level of attainment.

Identify an appropriate adjustment to make the assessment accessible to the candidate. In order to decide whether an adjustment is appropriate, the teacher should consider what is being assessed in the examination and the implications for assessment of the candidate's difficulties. The centre should involve the candidate and/or their parent/guardian where appropriate in making any decisions about appropriate adjustments to assessment. In cases of doubt, the centre should contact NATD for advice on suitable and appropriate adjustments;

Where an examination takes place at premises used by the teacher, ensure that buildings and facilities used for the examination are accessible to all candidates, as far as is practicable.

Adjustments for candidates with disabilities and learning difficulties

Below are examples of adjustments that could be made for candidates with particular disabilities and/or learning difficulties. The examples are not exhaustive and are for illustrative purposes only. Further details are given in Section 7 below.

The types of adjustment agreed should be appropriate to the needs of the candidate and the particular level/grade or genre being assessed. It may not be necessary or appropriate to make adjustments for a candidate in all genres or at all levels. Each application should be assessed on a case by case basis.

Cognition and learning needs

(e.g. general and/or specific learning difficulties)

- Supervised rest breaks
- Extra time
- A practical assistant

Communication and interaction needs

(e.g. Autistic Spectrum Disorder (ASD), Speech, Language and Communication Needs (SLCN))

- Supervised rest breaks
- Extra time

Sensory and physical needs

(e.g. Hearing Impairment (HI) Multi-Sensory Impairment (MSI), Physical Disability (PD), Vision Impairment (VI))

- Supervised rest breaks
- Extra time
- A sign language interpreter
- Amplification equipment

Social, mental and emotional needs

(e.g. Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD), mental health conditions)

- Supervised rest breaks
- Extra time
- Alternative assessment arrangements

Use of individuals to facilitate assessments

Where a person is appointed to facilitate an access arrangement, e.g. a sign language interpreter, he/she will normally be responsible to the teacher or dance school principal rather than to the awarding organisation. The person appointed must not be the candidate's teacher, relative, friend or peer.

Where an individual is used to facilitate an assessment it is the responsibility of the teacher/dance school principal to make sure that the person appointed is appropriately trained and understands the rules of the particular access arrangement they are facilitating.

Sign language interpreter

A sign language interpreter can be used in some cases to give instruction or direction, but only where this does not compromise a candidate's ability to perform the required exercises. Where sign language is the primary means of communication for a candidate with hearing impairment, these

candidates may have the support of a BSL/English interpreter to sign the instructions or directions which are being given to them by the examiner.

Where a sign language interpreter is used in an examination, the awarding organisation should also permit additional time to allow for instructions to be relayed to the candidate via the interpreter.

The teacher/dance school is responsible for providing a sign language interpreter.

The sign language interpreter should be recruited with integrity by the teacher/dance school and hold an appropriate qualification in sign language and a good working knowledge of the content of the examination. They may not be the candidate's teacher relative, friend or peer.

A candidate should, wherever possible, have had previous experience of working with a sign language interpreter and should have used this arrangement during their classes.

Potential areas in which reasonable adjustments can be made

Allowing extra time

It may be permissible to allow an individual candidate extra time to complete the examination if he or she has a learning difficulty/disability which affects the speed at which they are able to process the instructions (but not their ability to carry them out in accordance with the set standard).

The amount of extra time allowed should accurately reflect the extent to which the completion of the assessment will be affected by the candidate's difficulty.

'Unlimited' extra time will not be allowed. NATD will set a maximum amount of extra time in relation to the individual candidate's requirements which must be adhered to by the examiner. 25% extra time, for example, may be added for a candidate who has evidence of requiring additional time for explanation or instruction by the examiner. This may apply to the following sections of an examination:

- unset work where an examiner may have to repeat instructions or break down an exercise for a candidate to be able to demonstrate that exercise. Examples of candidates who may need this include those with dyslexia, memory problems or other learning difficulties meaning that they need instructions repeated.
- set exercises where a candidate requires the examiner to repeat an instruction or where the candidate needs the exercise to be broken down into smaller elements and requires extra time to complete these.

In certain exceptional cases a candidate might be allowed up to 50% extra time however there would normally be a strong justification for this. For example, this might apply to a candidate working independently with a learning difficulty which has a very substantial and long-term adverse effect on speed of working.

In very exceptional cases a candidate may be allowed more than 50% extra time in order to manage a very substantial impairment

The teacher is responsible for ensuring the candidate can cope with the content of the examination and that the candidate is medically fit to undertake an extended assessment period before additional time is requested.

Extra time will not be allowed in cases where the timing is a crucial part of the assessment or in group activities where the candidate's performance will be assessed in conjunction with others.

Supervised rest breaks

Additional rest breaks could be permissible for some candidates.

Rest breaks should be incorporated into the format of the examination (for example taking a rest break between exercises or sequences).

Alternative assessment arrangements

In some cases it may be permissible for a candidate to be assessed in an alternative way. For example, this could include:

- modification of the layout of the examination room (e.g. placement of the examiner or the music operator)
- allowing the candidate to be examined on their own
- allowing the candidate to be examined with friends/peers
- allowing the teacher to be present in the examination room

Such arrangements must not alter or compromise the integrity of the examination. For example, a candidate requiring friends or peers to dance with them during an examination must be assessed with the same assessment requirements as other candidates and those friends or peers should not be then subsequently be taking the same examination in that session with that examiner.

A teacher present in the room must observe the examination only as a way of making the candidate comfortable in the examination room and must not in any way involve themselves in the examination. They would also usually not be permitted to make any enquiry or appeal on the basis of their presence in the examination room, as this would be unfair to those candidates who teachers were not present in this way.

Where a modification of the layout of the examination room is proposed, this must not impact on the assessment. The examiner must be able to see the candidate dancing so that they can make an accurate assessment against the standards. The music operator must be able to see when to start and stop the music.

Other Forms of Reasonable Adjustment

Identifying eligible candidates for reasonable adjustments

Candidates are normally eligible for reasonable adjustments if their ability to undertake an assessment is likely to be substantially affected by a particular impairment. Many of these candidates will be defined as being disabled under the Equalities Act. Please note that some candidates may not be registered as disabled but they may still be considered.

The submission of evidence to support a request for Reasonable Adjustments

Requests should be made by the teacher or the tutor (or an appropriate person in the centre) 21 days before the examination date.

In order to ensure that any adjustment to assessment will only provide the candidate with the necessary assistance without giving him or her an unfair advantage over others, the person responsible for submitting the form must be clear about the extent to which the candidate is affected by the disability or difficulty.

Requests for reasonable adjustments should be submitted by the teacher, 21 days in advance of each exam the candidate is entered for, with appropriate evidence of the disability or learning

difficulty for which the adjustment is being requested. This could include (depending on the nature of the adjustment and the difficulty):

- Evidence of assessment of the candidate's needs in relation to the particular assessment, made by the teacher or another responsible person. This evidence should include an indication of how the teacher currently meets the candidate's needs and should show that the candidate can cope with the level and content of the grade for which they are being entered.
- Medical or expert evidence to support the application from appropriately qualified individuals. This could take the form of medical, psychological or professional reports or assessments. These reports should state the name, title and professional credentials of the person who carried out the assessments and wrote the report. The current report should set out the nature of the difficulty and extent to which the candidate is affected by the difficulty, including the effects of any medication that the candidate may be taking.

Special Consideration

A candidate may apply for special consideration prior to the examination (for example if they have broken their arm a few weeks beforehand), although it would normally be more appropriate to apply for a reasonable adjustment where the condition is understood to be permanent rather than temporary.

In the case of graded and vocational graded examinations, the candidate should make the request before the examination to the examiner, ideally before the examination session starts or during a break so that the examiner has time to read the request. The various options open to the examiner could be as follows:

In the case of a candidate who has been disadvantaged by a temporary illness, injury or adverse circumstances it may be possible:

- To reschedule the examination for later in the day, if there is capacity for this to occur. This would give the candidate additional time to prepare and rest before the examination.
- To offer the candidate the opportunity to reschedule the examination for a later date. This would need to be done in consultation with the awarding organisation's head office staff and may not be possible to confirm on the day.

After the examination

Teachers may in some cases apply for a special consideration after the examination if there was a circumstance that affected the candidate's performance. Awarding organisations will have their own procedures for requesting a special consideration to be made including what will and what will not be considered. Examples of special considerations which would be considered include:

- Serious disturbance or disruption during the examination such as a fire alarm or power failure
- Temporary illness, injury or indisposition either prior to or during the examination (but assuming that the candidate attempted to, or did, complete the examination, and did not elect to withdraw)
- Illness during the examination of the examiner, pianist or music operator
- Recent bereavement or terminal illness of a member of the candidate's family, close friend or pet
- Serious and disruptive domestic crisis leading to acute anxiety

A candidate will not be eligible for special consideration due to:

- Very minor disturbances during an examination which did not materially impact on their ability to demonstrate the requirements of the examination
- A permanent disability or difficulty which is known about at the time of entry to the examination (in these cases candidates should apply for reasonable adjustments)

Roles and responsibilities for special considerations

In the context of graded and vocational graded examinations in dance, the first line of responsibility for deciding on whether a special consideration should be upheld is the Examiner appointed for that particular examination session. It is the teacher's responsibility to apply for special considerations in accordance with NATD policy.

Examiners should use their judgement within the guidelines set out by NATD to decide if a particular candidate's circumstances warrant a special consideration. Within the limits of their responsibility, they can decide to reschedule an examination (if this is possible within the examination timetable) to later in the day.

Examiners would be expected to refer to head office in cases where an examination would have to be rescheduled for a later date as this would need to be confirmed formally with the teacher.

Head Office and the accountable person for quality assurance would always be the final arbiter of any decision made about special considerations – these decisions should be logged and recorded for monitoring purposes and to inform future decisions.

Teachers, candidates, and parents/guardians should also be aware that there is no liability on the part of the NATD or the examiner if the candidate suffers an injury during any NATD examination.

This Equal Opportunity Policy statement and code of practice is regularly reviewed and amended as necessary in order to respond to changing needs and circumstances and to comply with any new legislation.

NATD Social Media Policy – January 2020

The NATD has three official social media sources of which are secured and controlled by the NATD

FACEBOOK – facebook.com/natd
TWITTER – twitter.com/natd
INSTAGRAM - instagram.com/natddance

These media sources contain the official NATD logo. The NATD is not responsible for, or involved in any other unofficial pages, channels or accounts.

The NATD social media sources are internally moderated, all content that is posted has been checked and cleared by a member of the NATD staff.

The NATD advises everyone visiting or using social media sites to avoid posting their own personal data. The NATD will only publish personal data at the express written consent of the person involved or their parent / guardian where they are under 18, or if it is already in the public domain. The NATD will never publish personal data including addresses or contact details other than that of NATD staff and this will then be limited to business details.

The NATD will take no responsibility for any content found on any external sites, links or pages including Twitter handles and YouTube channels.

No NATD staff member or Examiner will knowingly befriend or follow on any form of social media the following:

- Candidates currently registered for a forthcoming examination
- Candidates or Students under 18
- Candidates currently studying for any NATD qualifications

NATD Examiners will not use their own personal or business social media accounts to discuss any aspect of the examination process. Any discussions should be conducted with Head Office, The Chief Executive Officer or Quality Assurance Manager or in an appropriate forum at Examiners meetings. Examiners should refer to the Code of Conduct and Examiners Agreement for further guidance and information.

Many members of the NATD use social media sites successfully as communication tools. NATD members are reminded that libel laws apply to written comments on these sites and to ensure that they are monitored so that all posts and uploads are appropriate. Inappropriate postings and uploads could be used in disciplinary and/or legal action.

NATD members are recommended not to use social media sites to discuss forthcoming examinations but to address any concerns and questions directly to the NATD staff via email so that the matter can be dealt with in confidence.