



Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 17 August 2023.

Issue number	Detail of Issue recorded	Risk rating	Proposed action and evidence to be provided <small>(Failure to include a description of your intended methodology AND details of the evidence that you will provide could result in your Action Plan not being approved by ACG.)</small>	Target date for completion by awarding body ¹	Date Issue closed out by SQA Accreditation ²
1. Principle 9	RAD must ensure that documents on SharePoint are assigned to the correct Regulatory Principle and that all relevant documents are uploaded.	Low	<p>Action: The Royal Academy of Dance will conduct a full ‘housekeeping’ of all documents on the SharePoint system. We would also like to ‘archive’ many of the documents which are now out of date, so we will undertake this activity as well.</p> <p>Evidence to be submitted to SQA Accreditation:</p>	1 December 2023 Extension to 15/12/2023 Extension to 31/01/2024	31/1/2024

¹ If the awarding body believes it has completed the action prior to approval of the Action Plan by ACG, insert the considered date of completion. The date will be subject to review depending on the quality of the evidence supplied.

² Issues can only be closed out once the evidence to complete the action has been quality reviewed and the Action Plan has been approved by ACG. The period of time between ACG approval and the date the Issue is closed out is not necessarily reflective of any quality issues.

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			<p>The Royal Academy of Dance will notify SQA accreditation when the review of SharePoint has been completed.</p> <p>We will also provide SQA Accreditation with a Spreadsheet identifying key changes and deletions in respect of each Regulatory Principle.</p>		
2. Principle 12	<p>Of the six examination venues monitored, only one fulfilled all the requirements as stated in RAD documentation. The scheduled time of the examinations was not stated/presented in five of the venues; the date was not stated in three of the examination venues; and candidates did not say their names in three examination venues, only the Applicant did.</p> <p>This Issue was raised previously in the provider monitoring report of 2022–23.</p>	Medium	<p>Action: The Royal Academy of Dance will investigate the recurrence of this issue at examination venues.</p> <p>Evidence to be submitted to SQA Accreditation: All examination venues and other key stakeholders will be notified of the need to adhere to examination guidance in full. SQA Accreditation</p>	1 st December 2023 Extension to 15/12/2023	14/12/2023

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	RAD must ensure that examination requirements are followed consistently across examination venues.		will be provided with a copy of the notification. The Royal Academy of Dance will also provide SQA Accreditation with a report of its findings following the investigation, including actions taken.		
3. Principle 12	Of the six examination venues monitored, three of six did not show the videographer when panning the 360 degree view. Of these three, one did not show an additional person who was in the room at the start of the examination, only the voice could be heard. Additionally, the same examination venue only panned the room showing a 360 degree view at the beginning of the examination on day one of the examinations when there were four days in this venue. RAD must ensure that examination venues capture all authorised persons within the 360 degree panning shot and that this	Medium	Action: This is really useful feedback, thank you. We will conduct a full investigation into the failure to carry out 360 degree views for all examinations, as well as the failure to show all individuals present in the venue. (Please note that we have recently updated the filmed examinations guidance and have shared these with teachers through our latest edition of Focus on Exams).	1 st December 2023. Extension to 15/12/2023 Extension to 31/01/2024	31/1/2024

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	panning takes place at the start of each examination day, in accordance with RAD regulations.		<p>Evidence to be submitted to SQA Accreditation:</p> <p>However, despite the above, we will issue a reminder about the strict filming guidance and guidelines in the next edition of <i>Focus on Exams</i>, which is scheduled for October 2023. This will include that a full 360 degree panning of the room must be taken. SQA Accreditation will be provided with a copy of the reminder.</p> <p>The Royal Academy of Dance will also provide SQA Accreditation with a report of its findings following the investigation, including actions taken, at least by the 1st December 2023.</p>		

Action Plan approved by ACG on Wednesday 06 September 2023