

Oasis Academy Silvertown

ASDAN: MALPRACTISE AND MALADMINISTRATION POLICY

Oasis Academy Silvertown takes responsibility to ensure that all centre staff having a role in the delivery, assessment, moderation/verification, and administration of ASDAN qualifications, and all candidates undertaking ASDAN qualifications have access to this policy and understand their responsibilities in relation to it.

This policy covers all ASDAN qualifications and related procedures and activities to ensure robust measures are in place to prevent, investigate and deal with cases of maladministration and suspected malpractice.

Malpractice is any illegal or unethical activity or practice that,

- deliberately breaches regulations, or might compromise quality assurance or control
- undermine the integrity and validity of assessment, the certification of qualifications
- damage the authority of those responsible for conducting the assessment and certification
- compromise the reputation of ASDAN,
- Compromise the reputation of the centre

Candidate Malpractice can include the following,

- plagiarism of any kind
- collusion or copying of another candidate's work
- assuming the identity of another person for the purposes of assessment
- providing false information in relation to exemption from assessment

Staff Malpractice can include the following,

- providing improper assistance to candidates in the production of work for assessment
- allowing evidence which is known by the staff member not to be the candidate's own to be included
- making claims for certification prior to the candidate completing all the requirements of the assessment

Maladministration is any unintentional activity or practice that leads to non-compliance with ASDAN requirements. Maladministration will relate to administrative or quality assurance procedures. It may involve candidates, centre staff or awarding organization staff. Maladministration, if serious enough, may be treated as malpractice.

The centres responsibilities are as below,

- Report to ASDAN all suspected or alleged and actual incidents of malpractice or maladministration
- Cooperate with ASDAN and provide all information related to the allegation
- Cooperate with ASDAN during the investigation, including carrying out internal investigations in line with ASDAN's request and by people not involved in the alleged incident
- provide ASDAN with a report of any such investigation
- implement agreed actions as a result of the investigation, and take appropriate measures to mitigate the effect and prevent any recurrence of the maladministration or suspected or actual malpractice

- notify ASDAN if any person involved in the malpractice or maladministration or in completing any actions as a result of the investigation leaves the centre
- respect the confidentiality of information handled
- retain records and documentation relating to the investigation for a period of time

Guidance for preventing malpractice and maladministration

The centres responsibilities are as below,

Provide clear information for staff:

- all staff involved must be aware of the assessment requirements, the relevant Standards with Guidance, administrative procedures and the terminology and definitions of malpractice and maladministration. They must be aware of the procedures to follow should they become aware of either centre staff or candidate malpractice or maladministration occurring.

Identify the key roles of staff:

- Identify roles and responsibilities for the various aspects of the management, delivery and administration of assessments (assessors/tutors, internal moderator, exams officers and other administrative staff)

Only assist candidates where permitted:

- Assessors must be clear over how they may “assist candidates” in relation to assessments/portfolios. Candidates with access arrangements must not be assisted beyond what is permitted by agreed regulations.

Deal with centre staff and candidate malpractice in the correct and appropriate manner:

- If centre staff or candidates are suspected of engaging in any of the behaviour/actions as above, SLT will ensure that they are clear about what ASDAN expects when dealing with such instances. They will be aware of the processes related to dealing with malpractice and how to investigate and report instances accordingly.

Provide clear information for candidates:

- Candidates should be clear over the consequences of collusion, copying or allowing their work to be copied.

Identifying cases of alleged or actual malpractice or maladministration

- Suspected cases of malpractice or maladministration could be identified by centre staff, examiners, moderators and assessors, candidates, external agencies or individuals, whistle-blowers or anonymous informants.
- When ASDAN receives an allegation from someone other than the head of a centre (including anonymous reports), ASDAN will evaluate the allegation in the light of any other available information, to see if there is cause to investigate further

Reporting suspected or actual malpractice or maladministration

The centre will Submit the full details of the case at the earliest opportunity to ASDAN with all evidence to support the allegation.