



Roding Valley
HIGH SCHOOL

ASDAN Policy

2021-2022

**This Policy Is Reviewed Annually To Ensure
Compliance with Current Regulations**

Reviewed: September 2021

Approved:



ASDAN REGISTRATION AND CERTIFICATION POLICY AND PROCEDURES

Aim:

To ensure that individual students are registered on the correct programme within agreed timescales.

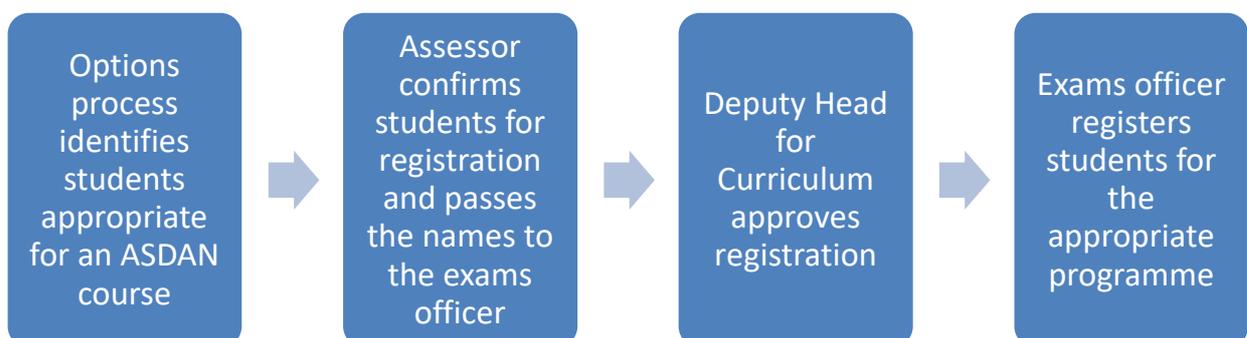
To ensure valid student certificates are claimed within the timescales specified by the awarding body.

To construct a secure, accurate and accessible audit trail to ensure that student's registration and certification claims can be tracked to the certificate, which is issued for each student.

The Centre will:

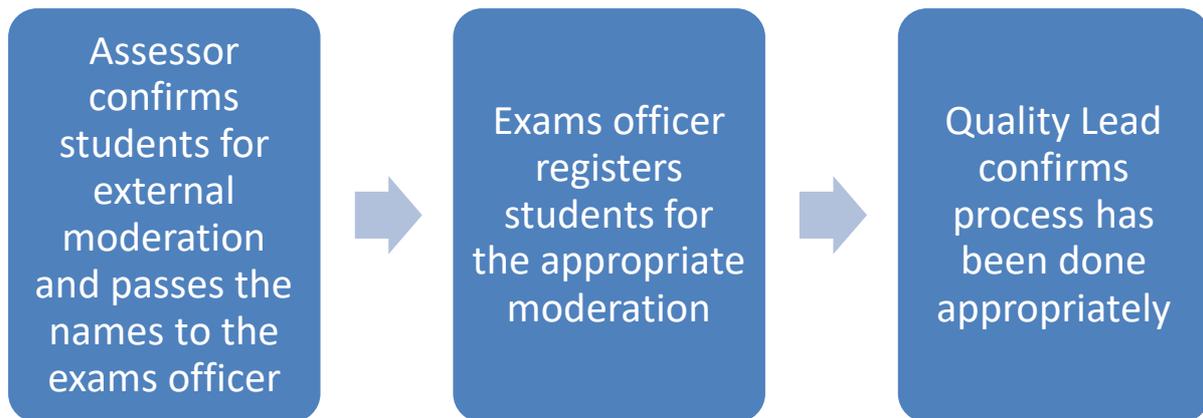
1. Register each student within the awarding body requirements.
2. Provide a mechanism for programme teams to check the accuracy of the student registration.
3. Make each student aware of their registration status.
4. Inform the awarding body of withdrawals, transfers or changes to student's details.
5. Inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual students.
6. Ensure that certificate claims are timely and based solely on internally verified assessment records.
7. Audit certificate claims made to the awarding body.
8. Audit the certificates received from the awarding body to ensure accuracy and completeness.
9. Keep all records safely and securely for three years post certificate.

Registration Process for Entries





Registration Process for External Moderation





INTERNAL MODERATION POLICY

Guidance for Centres on Internal Moderation

Internal moderation is a key process carried out by centres, throughout the delivery of a Qualification, to ensure that assessment methods are consistent across all teachers/Assessors and that outcomes are fair to all learners.

Evidence of a robust internal moderation system will be required at external moderation and for audit purposes; therefore there must be reliable and auditable record-keeping systems in place.

It is the responsibility of all staff to participate in the moderation process by keeping the necessary records, attending relevant meetings and submitting marked candidate work as requested.

All assessment evidence that has been internally moderated must be kept on site until after the external moderation. The work remains the property of the candidate and can be returned to the candidate according to the requirements of the relevant awarding organisation.

Internal Moderation Policy

The aim of this policy is to ensure that:

- internal moderation practices are valid and reliable, cover all tutors/assessors and meet the requirements of the awarding organisation
- the internal moderation procedures are fair and open accurate and detailed records are kept of internal moderation decisions

The centre will:

- ensure that all assessment activities are valid, appropriate and fit for purpose
- apply a strategy that will provide a representative sample across all tutor/assessors
- create a plan of internal moderation in relation to all assessment activities
- define, maintain and support effective internal moderation roles, including the provision of training where required
- provide standardised documentation to support internal moderation activity and record-keeping
- ensure that feedback and outcomes of internal and external moderation support future development of good practice
- carry out an annual evaluation and review of internal moderation policy and procedures

N.B. Some internal moderation policies include details of how a learner might appeal against an assessment decision. ASDAN's centre approval procedures require centres to provide such a policy, but it may be submitted separately. Please see our separate Fair Assessment and Appeals policy.

Appeals Procedure

If a student or their parent/ carer would like to appeal against an assessment decision a meeting will be hosted at the school with all parties concerned and evidence of work and moderation decision will be made clear. If an agreement cannot be found then a referral to



the external moderator/examining body will be made.

ASDAN Internal Moderation Policy & Procedure

General Internal Moderation Principles

It is essential that assessment decisions are in line with the qualification standards. The internal and external moderation process is in place to ensure that all assessments are applied

consistently for all candidates and that the final judgement is accurate, reliable and recorded.

Internal moderation should be on-going throughout the course, with feedback being given to

the assessors. There should be evidence of feedback being actioned where necessary.

Summative internal moderation must be carried out prior to candidates being entered for external moderation.

Only those assessors whose candidates have fully met the standards can be entered for external moderation. Entering those who have not met the standards will jeopardise the success of those who have met the standards. If a tutor is found to be entering candidates for

moderation who have not met the standards, disciplinary procedures may be implemented.

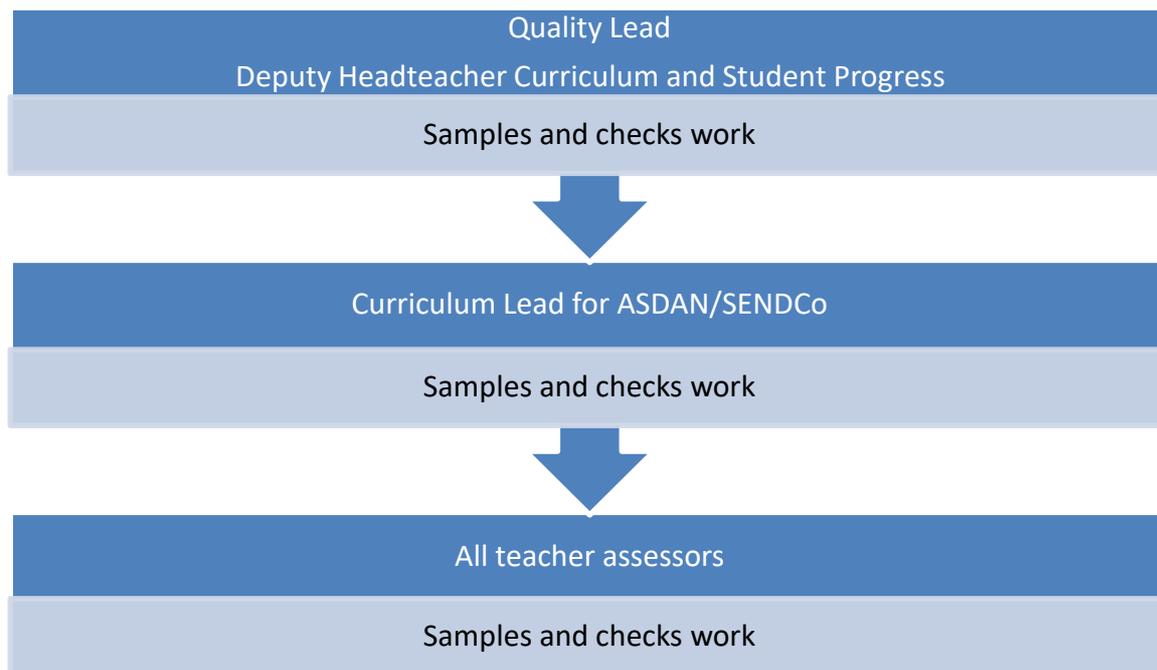
It is the responsibility of all staff to participate in the moderation process by keeping the necessary records, attending relevant meetings and submitting marked student work as requested.

All assessment evidence, which has been internally moderated, must be kept onsite until after

the external moderation. The work remains the property of the candidate and can be returned to the candidate according to the requirements of the relevant awarding body.

Moderation Hierarchy





General administration notes:

- Complete QCANa – register candidate numbers online for each of the 3 qualifications
- Complete Internal Moderation (this must be done at least 4 weeks prior to completing the QCANb)
- Complete QCANb – register candidates on line
- “Centres register candidate names and enter them for external moderation via the online Candidate Registration and Submission Form (Q/CANb) found below. Individual candidates’ names and details will be required at the latest, four weeks prior to external portfolio moderation”.
- Sample is requested and sent by deadline



MALPRACTICE AND MALADMINISTRATION POLICY

Definition of malpractice and maladministration

Malpractice is any illegal or unethical activity or practice that deliberately breaches regulations, or might compromise quality assurance or control, or undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification, or could otherwise compromise the reputation of ASDAN, the centre, or the wider qualifications community

Candidate Malpractice could be 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 could be contravention of, or continued failure to meet centre approval, or any of ASDAN's administration or quality assurance requirements; 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; or making claims for certification prior to the candidate completing all the requirements of the assessment.

Awarding organisation malpractice could be the failure of an ASDAN auditor or external moderator to fully undertake their role in line with quality assurance requirements. In suspected cases involving an ASDAN External Moderator or other member of staff, ASDAN will conduct an investigation appropriate to the nature of the allegation.

Maladministration is any unintentional activity or practice that leads to non-compliance with ASDAN requirements. In most cases, maladministration will relate to administrative or quality assurance procedures, and may involve any or all of the following: candidates, centre staff, awarding organisation staff. Maladministration, if serious enough, may be treated as malpractice.

In suspected cases involving an ASDAN External Moderator or other member of staff, ASDAN will conduct an investigation appropriate to the nature of the allegation.

Centre's responsibilities

- immediately report to ASDAN organisation all suspected (alleged) and actual incidents of malpractice or maladministration
- Comply fully with ASDAN's requests for information in relation to the allegation.
- co-operate with ASDAN during the investigation, including carrying out internal investigations in line with ASDAN's requests, using people who are not involved in the alleged maladministration or malpractice
- 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 centre will

- **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 the 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 detailed above then this needs to be dealt with in the appropriate manner. SLT must ensure that they are clear over what ASDAN expects when dealing with such instances. They must 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, using the Notification of malpractice or maladministration form. Any additional evidence to support the allegation should be included with the form.
- Will be subject to ASDAN procedures following the reporting of malpractice and maladministration as outlined in their policy.