

**NORTHUMBERLAND**



# **The Grove School ASDAN Malpractice and Maladministration Policy**

**Date Reviewed: January 2024**

**Next Review Date: January 2025**

# Our Malpractice and Maladministration Policy

## Access

Candidates, their parents and carers are made aware of the existence of this policy and have open access to it. It can be found in the policy file, situated in the front office. All teaching staff are made aware of the contents and purpose of this policy. This policy is reviewed annually and may be revised in response to feedback from students, teaching staff, parents and carers, governors and external organisations.

## Introduction

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff, candidate or awarding organisation malpractice or maladministration in the assessment, moderation or certification of internally or externally marked/moderated qualifications (such as ASDAN CoPE) and also regarding examinations invigilated by staff at the school and marked externally.

## Definition of Malpractice and Maladministration

Malpractice is defined in this policy as any illegal or unethical activity or practice that deliberately breaches regulations or may compromise quality assurance or control, or undermine the integrity and validity of assessment, moderation or the certification of qualifications and/or damage the authority of those responsible for conducting the assessment, moderation and certification, or could otherwise compromise the reputation of ASDAN, The Grove School, or the wider qualifications community.

Maladministration is defined as any unintentional activity or practice that may lead to non-compliance with ASDAN requirements. Maladministration will often relate to administrative or quality assurance procedures. This may involve any or all of the following: The Grove School staff, ASDAN/awarding organisation staff and candidates. Maladministration may be treated as malpractice if the case is serious.

## Examples of **Staff** Malpractice or Maladministration

Attempted or actual malpractice or maladministration activity will not be tolerated. The following are examples of malpractice or maladministration by staff with regards to portfolio-based qualifications. This list is not exhaustive:

- Contravention of, or continued failure to meet centre approval, or any of ASDAN's administration or quality assurance requirements.
- Tampering with candidates work prior to external moderation/verification.

- Assisting candidates with the production of work outside of the awarding body guidance.
- Allowing evidence which is known by the staff member not to be the candidates own work to be included.
- Fabricating assessment and/or internal verification records or authentication statements.
- Making claims for certification prior to the candidate completing all requirements of the assessment.

The following are examples of malpractice or maladministration by staff with regard to examinations.

- Assisting candidates with exam questions outside of the awarding body guidance.
- Allowing candidates to talk, use a mobile phone or go to the toilet unsupervised.
- Tampering with scripts prior to external marking taking place.

#### Examples of **Candidate** Malpractice or Maladministration

Attempted or actual malpractice or maladministration activity will not be tolerated. The following are examples of malpractice or maladministration by candidates, with regards to portfolio-based qualifications. This list is not exhaustive:

- Plagiarism: the copying and passing of as the candidate's own work, the whole or part of another person's work.
- Collusion: working collaboratively with other students to produce work that is submitted as the candidate's only.
- Failing to abide by the instructions of an assessor - This may refer to the use of resources which the candidate has been specifically told not to use.
- The alteration of any results document.

The following are examples of malpractice or maladministration by candidates with regards to examinations. This list is not exhaustive:

- Talking during an examination.
- Taking a mobile phone into an examination.
- Taking any item other than those accepted by the Awarding Body into the examination, such as a book or notes.
- Leaving the examination room without permission.

- Passing notes or papers or accepting notes to, or accepting notes or papers from another candidate.

### Example of Awarding Organisation Malpractice or Maladministration

The following is an example of malpractice or maladministration by the awarding organisation ie. ASDAN in relation to external moderation. This list is not exhaustive:

- The failure of an ASDAN auditor or external moderator to fully undertake their role in line with quality assurance requirements.

### Staff Malpractice or Maladministration Procedure and Sanctions

Investigations into allegations of malpractice or maladministration will be reported to ASDAN immediately and coordinated by Mrs Derries, Head Teacher, who will ensure the initial investigation is carried out within ten working days. The person responsible for coordinating the investigation will depend on the qualification being investigated. The investigation will involve establishing the full facts and circumstances of any alleged malpractice or maladministration. It should not be assumed that because an allegation has been made, it is true. Where appropriate, the staff member concerned and any potential witnesses will be interviewed and their version of events recorded on paper.

The member of staff will be:

- informed in writing of the allegation made against him or her.
- informed what evidence there is to support the allegation.
- informed of the possible consequences, should malpractice or maladministration be proven.
- given the opportunity to consider their response to the allegations.
- given the opportunity to submit a written statement.
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required).
- informed of the applicable appeals procedure, should a decision be made against him/her.
- informed of the possibility that information relating to a serious case of malpractice or maladministration will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or professional bodies including the GTC.

If work is submitted for moderation or verification which is not the candidate's own work, the awarding body may not be able to give that candidate a pass/fail mark.

Where a member of staff is found guilty of malpractice or maladministration, The Grove School may impose the following sanctions:

- 1) Written warning: Issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied.
- 2) Training: Require the member of staff, as a condition of future involvement in both internal and external assessments to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training.
- 3) Special conditions: Impose special conditions on the future involvement in assessments by the member of staff.
- 4) Suspension: Bar the member of staff in all involvement in the administration of assessments for a set period of time.
- 5) Dismissal: Should the degree of malpractice or maladministration be deemed gross professional misconduct, the member of staff could face dismissal from his/her post.

### **Candidate Malpractice or Maladministration Procedure**

If a teacher suspects a candidate of malpractice, ASDAN will be informed immediately. The candidate will be informed and the allegations explained and the candidate will then have the opportunity to give their side of the story before any final decision is made. If the candidate accepts that malpractice has occurred, he/she will be given the opportunity to repeat the assignment. If found guilty of malpractice following an investigation, the teaching staff may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

If teaching staff suspect a candidate of malpractice during an examination, the candidate will be informed and the allegations will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate is found guilty of malpractice, the Awarding Body will be informed and the candidate's examination paper will be withdrawn. It is unlikely that the candidate will have the opportunity to repeat the examination.

## ASDAN/Awarding Organisation Malpractice or Maladministration Procedure

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

### Appeals

The member of staff may appeal against sanctions imposed on them. Appeals will be conducted in line with the organisations Appeals Policy.

In the event that a malpractice decision is made, which the candidate feels is unfair, the candidate has the right to appeal in line the Appeals Policy.

Penny Derries

Bob Curry

Headteacher

Chair of Governors

Next date for review:- January 2025