



SOUTH MOLTON

COMMUNITY COLLEGE

— supporting success —

ASDAN Specific Guidance and Procedures Handbook



This policy is reviewed annually to ensure compliance with current regulations

Compiled/reviewed by	
Mr DJ Lewis	
Date of next review	July 2020



Key staff involved in the access arrangements process

Role	Name(s)
SENDCo	Mr C Orr
SENCo line manager (Senior Leader)	Mr DJ Lewis
Head of centre	Mr DJ Lewis

Although compiled specifically for the ASDAN courses we offer this document is borne out of our main Examination Suite of Policies which are found on our website.

Table of Contents

Key staff involved in the access arrangements process.....	2
ASDAN - Access to Fair Assessment Procedures	4
Statement of Assessment	4
Access	4
What students can expect from us	4
Cheating and Plagiarism	4
ASDAN - Internal Moderation Policy	5
Example Internal Moderation Process	6
ASDAN – Candidate Malpractice Policy	7
Introduction.....	7
Examples of student malpractice	7
Appeals	7
ASDAN – Staff Malpractice Policy	8
Introduction.....	8
Examples of Staff Malpractice	8
Staff Malpractice Procedure	8
Staff Malpractice Sanctions.....	9
Appeals	9
ASDAN – Student Appeals Policy	10
Introduction.....	10
Policy Statement	10
CEASING DELIVERY OF A QUALIFICATION POLICY	11



QUALIFICATIONS WITHDRAWAL POLICY 11
Conflict of interest 12



ASDAN - Access to Fair Assessment Procedures

Statement of Assessment

- ✓ We aim to provide a variety of qualifications which provide all students with the opportunity to achieve their full potential by the most appropriate and direct route.
- ✓ Our Assessment Policy is based on the concepts of equality, diversity, clarity, consistency and openness.
- ✓ We will endeavour to ensure that the assessment processes are implemented in a way which is fair and non-discriminatory.

Access

Students are made aware of the existence of this policy and have open access to it. It can be found in SMCC's ASDAN Portfolio and on the school website. Hardcopies can be obtained on request.

All tutors are made aware of the contents and purpose of this policy.

This policy will be reviewed annually and may be revised in response to feedback from students, tutors and external organisations.

What students can expect from us

- We aim to ensure that all assessment of work is carried out fairly and in keeping with the awarding body's requirements.
- All portfolio-based work will be assessed fairly against the qualification standards and teachers involved will be fully trained.
- Internal assessments will be carried out fairly and according to awarding body instructions.
- Externally marked tests and exams will be according to the requirements of the awarding body.
- Students can also expect:
- To be fully inducted onto a new course and given information that can be shared with parents and carers.
- Learning outcomes, performance criteria and other significant elements of learning and assessment to be made clear at the outset of the course and when assignments are set.
- To be given appropriate assessment opportunities during the course with feedback provided on the quality of the work.
- All work to be marked within two weeks of submission by the student.
- Where equivalents and exemptions can be applied, we will ensure this is pursued with the relevant awarding body.

Cheating and Plagiarism

- A fair assessment of student's work can only be made if that work is entirely the student's own. Therefore students can expect an awarding body to be informed if:
- They are found guilty of copying, giving or sharing information or answers, unless part of a joint project
- They use an unauthorised aid during a test or examination
- They copy another student's answers during a test or examination
- They talk during a test or examination.
- All allegations of cheating and plagiarism will lead to a full investigation which will follow the guidance of the relevant awarding body.
- If a student feels he/she has been wrongly accused of cheating or plagiarism, they should be referred to the Complaints Policy.

ASDAN - Internal Moderation Policy

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 Tutors/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.

The aim of this policy is to ensure that:

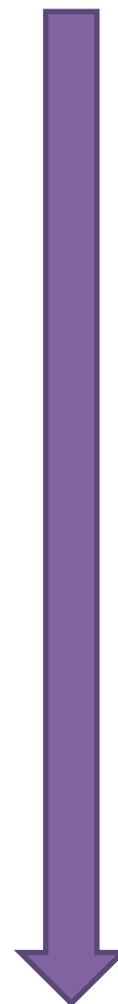
- internal moderation practices are valid and reliable, cover all tutors/assessors and meet the requirements of the awarding organisation
- the internal moderation procedures are fair and open
- accurate and detailed records are kept of internal moderation decisions

SMCC 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

Example Internal Moderation Process

<ul style="list-style-type: none">✓ IM(s) allocated to assessor(s)✓ IM(s) approve proposed SoW / assessments
<ul style="list-style-type: none">✓ Co-ordinator ensures that all IMs and assessors have met✓ First round of formative internal moderation conducted by the IM. Records of sampling and IM decisions kept. Feedback provided to assessor(s), and stored centrally in the centre portfolio for audit purposes✓ Meeting held to discuss issues arising from first round of internal moderation. Minutes kept
<ul style="list-style-type: none">✓ Second round of formative internal moderation conducted. Documentation copied as before and stored in the centre portfolio✓ Any action noted by the IM on first round checked and signed off✓ Meeting held to discuss issues arising from second round of internal moderation. Minutes kept
<ul style="list-style-type: none">✓ Third round of internal moderation conducted. Documentation copied as before and stored in centre portfolio✓ Any continuing issues addressed and signed off✓ Meeting held to discuss issues arising from third round of internal moderation and plan for external moderation. Minutes kept.
<ul style="list-style-type: none">✓ Co-ordinator establishes candidates and units to be put forward for external moderation✓ Summative internal moderation conducted to include final checking of portfolios✓ Arrangements made for External Moderation
<ul style="list-style-type: none">✓ External Moderation takes place✓ Standardisation meeting arranged to discuss feedback from External Moderation and plan put in place to address any issues arising. Minutes kept.



ASDAN – Candidate Malpractice Policy

Introduction

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding candidate malpractice in the assessment of internally marked qualifications and also regarding examinations marked externally.

Examples of Candidate Malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice 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 learners 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

If a teacher suspects a candidate of malpractice, 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 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 teacher may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

Examples of student malpractice

The following are examples of malpractice 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

If a teacher suspects 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

Appeals

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.

ASDAN – Staff Malpractice Policy

Introduction

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the assessment of internally marked qualifications and also regarding examinations invigilated by staff at the school and marked externally.

Examples of Staff Malpractice

- Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by staff with regards to portfolio-based qualifications. This list is not exhaustive:
- Tampering with candidates work prior to external moderation/verification
- Assisting candidates with the production of work outside of the awarding body guidance
- Fabricating assessment and/or internal verification records or authentication statements
- The following are examples of malpractice 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.

Staff Malpractice Procedure

Investigations into allegations will be coordinated by The Head of Centre, 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. 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 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 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

NOTE: If work is submitted for moderation/verification or for marking which is not the candidate's own work, the awarding body may not be able to give that candidate a result.

Staff Malpractice Sanctions

Where a member of staff is found guilty of malpractice, SMCC 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

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 be deemed gross professional misconduct, the member of staff could face dismissal from his/her post

Appeals

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

ASDAN – Student Appeals Policy

Introduction

This policy addresses the situation where students may wish to appeal against a grade he/she has received for a qualification.

Access

Students are made aware of the existence of this policy and have open access to it. It can be found in the ASDAN School Portfolio and on the School website. All tutors are made aware of this policy and how to access it in order that students can be supported.

Policy Statement

All students at SMCC have the right to make an appeal about any of the marks received for the qualifications they are undertaking.

If any student wishes to appeal a decision, they should follow the following procedure.

1. If possible, speak to the member of staff responsible for teaching the qualification in the first instance about the reason they wish to appeal.
2. The member of staff has a responsibility to explain to the candidate why he/she received the grade/mark.
3. If the student is not satisfied with the explanation, the piece of work will be re-marked by another member of staff also involved with that qualification.
4. The student will be informed of the outcome of the re-marking by letter.
5. If the student wants to continue the appeal, he/she needs to contact the exams officer, who will provide the student with information about the appeals procedure for the relevant awarding body and explain what is involved. The exams officer will assist with the completion of any forms and will correspond with the awarding body on behalf of the student.
6. Please note: a student must have the support of SMCC to be able to appeal against a result.

The full Appeals procedure can be found on the school website or is available as hard copy on request.



CEASING DELIVERY OF A QUALIFICATION POLICY

In the event of SMCC ceasing delivery of a qualification (whether voluntary or not), the following process will take place:

Written process or procedure will be followed in the event of withdrawing delivery of a qualification.

Students and parents will be made aware of the withdrawal of delivery of the qualification, the reasons for it and the procedure which will be followed.

SMCC will discuss with the Awarding Organisation whether an alternative qualification can be met with already completed coursework.

If not, SMCC will look to another centre delivering the qualification to enter students in their cohort or to another Awarding Organisation for a relevant qualification which could be used.

There would be communication with learners/staff demonstrating support needed where qualification has been withdrawn/changed.

The needs of learners at SMCC would continue to be shared with staff and relevant access arrangements applied.

QUALIFICATIONS WITHDRAWAL POLICY

Should SMCC decide to withdraw any qualification from their listed suite of courses, SMCC will ensure that all learners currently registered on such qualifications will be supported to the end of the qualification before its withdrawal.

SMCC will endeavour not to withdraw any qualification while learners are active and on programme. In the event that this is not possible SMCC will support the learner(s) to access a course of the same or similar status. Any units achieved by the learner(s) will be claimed, information advice and guidance will be provided to support the learner to make an informed decision regarding available options.

Formal written documentation will be used to inform both the relevant Awarding Organisation and learners regarding the decision to withdraw the named course.

SMCC reserves the right to withdraw any qualification they offer at an appropriate time with the least disruption to the programme of learning.

Conflict of interest

A conflict of interest is a situation where a member of staff has competing interests or loyalties.

In relation to the formal assessment and quality assurance of candidates' work within National Qualifications, it can be defined as a conflict between the official responsibilities of a member of staff (e.g. a tutor, assessor and/or internal moderator), and any other interests that the member of staff may have which could compromise (or appear to compromise) any assessment decisions they might make.

All relevant staff undertaking assessment ('assessors'), moderation ('moderators' or 'verifiers') and other individuals involved in the assessment and quality assurance of a candidate's work have a responsibility to be aware of the potential for a conflict of interest. It is their duty to disclose any actual, potential or perceived conflict of interest. This disclosure should be made in writing to their line manager so that the situation can be evaluated and (if required) appropriate action taken to ensure that any conflict of interest does not detrimentally impact on the standards of SMCC, the Awarding Organisation or the Regulatory Authorities.

SMCC will maintain written records of all disclosures. These records will outline the nature and extent of the reported conflict, and (where required) the action taken to manage the conflict and mitigate any adverse effects. In the event that an 'undisclosed' conflict of interest may have impacted upon assessment decisions is identified, SMCC will notify the relevant Awarding Organisations immediately.