

ASDAN Policy Handbook

Head of Centre Signature:

Contents

ASDAN Fair Assessment Policy	2
ASDAN Internal Moderation Policy	3
ASDAN Appeals Policy.....	4
ASDAN Malpractice Policy	5
ASDAN Withdrawal Policy Statement	8
ASDAN Registration, Claims and Certification policy	9
Data sharing and Candidate information Policy.....	10

Key staff

Role	Name(s)
Head of centre	Mr Jansen
Exams officer line manager (Senior Leader)	Mr Teanby
Exams officer	Mrs Hornett
SENCo	Ms Dawson
SLT member(s)	Mrs Swinburn, Mr Lucas, Mr Mackett, Mrs Whitehouse, Mr Crawley
ASDAN Lead (2024/25)	Mrs Lucas (Y11) & Ms Howard (Y10)

ASDAN Fair Assessment Policy

Statement of Assessment

- We aim to provide a variety of qualifications which provide all students with the opportunity to achieve their full potential.
- 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.

Equality

Marshland High School promotes equality of opportunity for and between diverse members of the school community, including, disabled pupils, staff, parents, women, men and different racial groups within the school. In order to do this, the School establishes with all staff an overall vision of the duty to promote equality of opportunity for pupils, staff and parents. We ensure that we will:

- Eliminate discrimination and harassment on the grounds of - sex, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.
- Promote positive attitudes towards disabled people.
- Encourage participation of disabled pupils, parents, staff and carers.

The School's stance on equality is further outlined in the "Single Equality Scheme" document.

Assessment

Assessment will be carried out using objective methods. Assessors will use clear marking schemes and assessment criteria to determine the pupils' achievement. Assessors will use marking schemes and assessment criteria provided by ASDAN. The students' work will be further internally verified to double check that the assessors have assessed the pupil's work fairly and accurately.

Access

Students and parents are made aware of the existence of this policy and have open access to it. It can be found on the school network drive and paper copies will be given upon request.

All assessors 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, assessors 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 teachers involved will be trained to deliver the qualification to a high standard.

- Internal assessments will be carried out fairly and according to awarding body instructions.

Students can also expect:

- To be fully inducted when beginning ASDAN qualification 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.

Cheating and Plagiarism

A fair assessment of a student's work can only be made if that work is entirely the student's own, unless otherwise stated to the guidance from the awarding body. Therefore, students work may be discredited if:

- They are found guilty of copying, giving or sharing information or answers, unless part of a joint project
- They copy another student's answers to complete assigned work.

All allegations of cheating and plagiarism will lead to a full investigation which will follow the guidance of the relevant awarding body in accordance with Marshland High School's Malpractice Policy.

If a student feels he/she has been wrongly accused of cheating or plagiarism, they should be referred to the Appeals Policy.

ASDAN 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
- 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

Marshland High School's Internal moderation and Internal Verification (I.V.) process

At the beginning of the Academic year, a meeting will be held for all ASDAN assessors to attend. The meeting will cover the expectations for the delivery of ASDAN qualifications

during the academic year. Feedback from the previous year's submission will be shared and action points will be highlighted. Samples of outstanding practice will be shared so that new assessors can see what they need to work toward. Deadlines for internal verification will be set and "I.V. checklist" that will be used to verify work will be shared.

During the year, there are three instances of internal verification during which the I.V. will be carried out by the ASDAN Coordinator and staff who have completed external ASDAN training.

The first I.V. happens within the first six weeks of the school year. The purpose of this I.V. is to make sure that the assessors choose suitable units for their students before they start to work towards the completion of the units. The chosen units are recorded.

The second I.V. happens halfway through the school year. Assessors are expected to have completed at least one unit per student at this point. The units are scrutinised using the I.V. checklist. Feedback is given and amendments may need to be made. The purpose of this I.V. is to check that assessors are completing their chosen units and that they are of a sufficient standard. It also helps to identify assessors who may need extra support.

The third I.V. happens in advance of our submission for external moderation. The purpose is to ensure that all units are complete and of a sufficient standard to be submitted. The units are again scrutinised using the I.V. checklist.

A summary of each I.V. will be written and shared to highlight strength and areas for improvement.

All records will be kept on the schools' shared drive.

Training

Staff will initially receive cascade training from more experienced staff and the Coordinator. The school will send an assessor for external training each year.

ASDAN 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 on the school's shared drive and paper copies are available from the ASDAN Coordinator. All assessors are made aware of these policies and how to access them in order for students to be supported.

This policy is reviewed annually and may be amended in response to feedback from students, staff, parents and external organisations.

Policy Statement

All students at Marshland High School 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. This should be done within 7 days of the grade being awarded.
2. The member of staff has a responsibility to explain to the candidate why he/she received the grade/mark. The member of staff will aim to reply to the candidate in writing within 48 working hours.
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. The remark will be made by another member of staff within 5 working days of receiving the request.
4. The student will be informed of the outcome of the re-marking by letter. The letter will be issued to the student within 2 working days of the remark.
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. The exams officer will assist with the completion of any forms and will correspond with the awarding body on behalf of the student. The timeline for this will be as guided by ASDAN and the student will be notified once the exams officer has contacted the awarding body.
6. Please note: a student must have the support of the centre to be able to appeal against a result.

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.

ASDAN Malpractice Policy

Staff Malpractice

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 delivering of ASDAN qualifications.

On beginning to deliver any ASDAN course, all staff involved will be given a copy of this handbook and therefore all relevant centre policies. Staff will be given training and support by their line manager on how to avoid circumstances of malpractice and maladministration.

Examples of 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

Example of Maladministration

Maladministration is any unintentional activity or practice that leads to non-compliance with ASDAN requirements. For example; staff failure to register candidates by the required deadlines, incorrect grades/marks being entered.

Staff Malpractice/Maladministration Procedure

ASDAN will be notified immediately of any allegation by the investigating member of staff. Investigations into allegations will be coordinated by a member of the Senior Leadership Team 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 staff member will update ASDAN as required as investigations continue/conclude and contact them for advice if necessary. 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 including the GTC
- 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/Maladministration Sanctions

Where a member of staff is found guilty of malpractice, Marshland High 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 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 organisation's Appeals Policy.

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 participation of ASDAN qualifications.

On beginning any ASDAN course, all students involved will be given a copy of this policy and will be supported by their teacher on how to avoid circumstances of malpractice.

Examples of 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. ASDAN will be notified immediately of any allegation by the investigating member of staff. The candidate will have the opportunity to give their side of the story before any final decision is made. The staff member will then update ASDAN as required as investigations continue/conclude and contact them for advice if necessary. 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.

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 with the Appeals Policy.

ASDAN Withdrawal Policy Statement

Reasons for withdrawing a qualification

There are a number of reasons why a qualification might be withdrawn by Marshland High School, including:

- lack of demand for the qualification
- qualification no longer meets the needs of the student population
- qualification subject matter is no longer relevant
- units and qualifications are owned by other awarding organisations who have decided to withdraw
- lack of funding

Marshland High School qualification withdrawal process

Stage 1 – Decision to withdraw

All current Marshland High School qualifications will be reviewed by the person designated as having responsibility for Accreditation, annually or more frequently if the situation requires. They will consider entry data, attainment levels, qualification relevance and regulatory changes. In the event that a decision is made to withdraw a qualification a report outlining the rationale will be developed and signed off by the Head of School.

Stage 2 – Managing the Withdrawal

Upon the decision being made to withdraw a qualification, a withdrawal plan will be formulated. The plan will comply with any requirements as stated by Ofqual and may include arrangements for learners to complete programmes of work at an alternative centre.

The plan will:

- specify how the interests of learners in relation to the qualification will be protected.
- detail how the withdrawal will be communicated to the awarding organisation, regulatory authorities, centres and learners providing details of all deadlines including the last date for accepting entries and the last date for certification.

Procedure for Quality Assurance Review of the Qualification (review and feedback, monitoring learner progress)

The planning of ASDAN Qualifications is the responsibility of the class teacher. Each group of students has different needs and abilities that staff aim to harness by the careful choosing of units. Discussions regarding the day to day running of all ASDAN courses at Marshland High School are discussed every fortnight during the Alternative Curriculum Department meeting. Staff and student surveys will be used to review the ASDAN courses being delivered.

ASDAN Registration, Claims and Certification policy

Introduction

This policy sets out to define the procedures to be followed to ensure that all data inputted in tasks for Registration, Claims and Certification are accurate as well as the distribution and storage of all candidate certificates.

Aim:

- To register individual learners to the correct programme within agreed timescales.
- To claim valid learner certificates within agreed timescales.
- To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

In order to do this, the centre will:

- register each learner within the awarding body requirements
- The Exams Officer will request and make entries in sufficient time for the deadlines set by ASDAN.
- provide a mechanism for programme teams to check the accuracy of learner registrations
- Lead IVs can, and are encouraged to, check the registration status of their learners through ASDAN's secure systems. A copy of the registrations will be placed in each subject's folder.
- make each learner aware of their registration status
- inform the awarding body of withdrawals, transfers or changes to learner details
- This will be carried out by the Exams Officer under the instruction of individual Lead IVs.
- ensure that certificate claims are timely and based solely on internally verified assessment records
- Lead IVs will do this through the ASDAN secure site.
- audit certificate claims made to the awarding body
- Copies of the certificate claims will be placed into subject folders
- audit the certificates received from the awarding body to ensure accuracy and completeness
- Lead IVs will use their records to ensure that all certificates have been received and are accurate.
- keep all records safely and securely for three years post certification.

Registration

Student registration will be made by the Exams Officer alongside the teacher of the ASDAN qualification. All data will be double checked before submission by both parties involved in the process. Student data will be taken from the school's data system and the Data Manager will be contacted before registrations begin to ensure that there are no upcoming changes to be made to the students involved in the registration process.

Unit/Level claims

Internal moderation will have taken place before grades are submitted to ASDAN. The moderation will have been overseen by at least two members of staff and the data signed off as accurate. The teacher or moderator will then be responsible for contacting the exams officer and arranging a suitable time to input grades where both members of staff will be present. As grades are inputted the grades will be checked by the teacher/moderator to check for any mistakes on input by the exams officer. The grades will then be vocally read out by the exams officer to be confirmed by the second person before the grades are submitted. A print report of all the grades will then be added to the Exams Officer folder to be used on certificate receipt as the process lists below.

If an error is noticed after the grades are submitted ASDAN will be notified immediately and a written report will be generated on how the error was made and the solution to ensure any mistakes will not be made again. If necessary the policy will be updated to reflect a new way of working.

Certification receipt

Certificates will be received by the exams officer and stored securely whilst being processed. The certificates will be individually checked by the exams officer to ensure that all grades printed match the report printed when the units were claimed. If there are any errors identified the exams officer will contact ASDAN immediately for guidance.

Certificates will be stored securely with the exams office and will be placed in the students individual file whilst all other qualifications are completed and certificated. Certificates will then be awarded to students at presentation evening. If students are not able to attend the evening they will be given numerous attempts and details on how to arrange an alternative collection.

Data sharing and Candidate information Policy**Introduction**

There is a requirement for the Exams Officer to hold exams-related information on candidates taking external examinations, Internally assessed components and Non-exam assessments.

All information relating to candidates is kept securely within the centre using either secure computer-based storage systems, MIS or for physical documentation securely within the locked Data and Examinations office.

Candidates' exams-related data may be shared with the following organisations:

- Awarding bodies
- Joint Council for Qualifications
- Department for Education; Local Authority; the Press;

This data may be shared via one or more of the following methods:

- hard copy
- email
- secure extranet site[s] – [AQA Centre Services; OCR Interchange; Pearson Edexcel Online, NCFE Portal, ASDAN Website]

- Management Information System [MIS] provided by [Capita SIMS] sending/receiving information via electronic data interchange [EDI] using A2C (<https://www.jcq.org.uk/about-a2c>) to/from awarding body processing systems; etc)

This data may relate to exam entries, access arrangements, the conduct of exams and non-examination assessments, special consideration requests and exam results/post results/certificate information.

Informing candidates of the information held

All candidates are given access to this policy via the school website.

Candidates are made aware of the above at the start of their course leading to a vocational qualification, or, where candidates are following GCSE qualifications, when the entries are submitted to awarding bodies for processing.

At this point, the centre also brings to the attention of candidates the annually updated JCQ document Information for candidates – Privacy Notice which explains how the JCQ awarding bodies process their personal data in accordance with the DPA 2018 and UK GDPR (or law relating to personal data in any jurisdiction in which the awarding body or centre are operating).

Candidates eligible for access arrangements which require awarding body approval are also required to provide their consent by signing the GDPR compliant JCQ candidate personal data consent form (Personal data consent, Privacy Notice (AAO) and Data Protection confirmation) before access arrangements approval applications can be processed online.

Access to information

Requesting exam information

Requests for exam information can be made to the Data Protection Officer in writing/email and how ID will need to be confirmed if a former candidate is unknown to current staff.

The GDPR does not specify an age when an individual can request their exam results or request that they aren't published. When an individual makes a request, those responsible for responding should consider whether:

- the individual wants their parent [or someone with parental responsibility for them] to be involved; and
- the individual properly understands what is involved

The ability of young people to understand and exercise their rights is likely to develop or become more sophisticated as they get older. As a general guide, an individual of 12 or older is expected to be mature enough to understand the request they are making. An individual may, of course, be mature enough at an earlier age or may lack sufficient maturity until a later age, and so requests should be considered on a case by case basis.

A decision will be made by the head of centre as to whether the student is mature enough to understand the request they are making, with requests considered on a case by case basis.

Responding to requests

If a request is made for exam information before exam results have been published, a request will be responded to:

- within five months of the date of the request, or
- within 40 days from when the results are published [whichever is earlier]

If a request is made once exam results have been published, the individual will receive a response within one month of their request.

Third party access

Permission should be obtained before requesting personal information on another individual from a third-party organisation.

Candidates' personal data will not be shared with a third party unless already approved by parents in line with the Whole School GDPR Policy [Please refer to the whole School GDPR Policy].

In the case of looked-after children or those in care, agreements may already be in place for information to be shared with the relevant authorities [for example, the Local Authority].

The Centre's Data Protection Officer will confirm the status of these agreements and approve/reject any requests.

Sharing information with parents

The centre will consider any other legislation and guidance regarding sharing information with parents (including non-resident parents), as example guidance from the Department for Education (DfE) regarding parental responsibility and school reports on pupil performance:

- Understanding and dealing with issues relating to parental responsibility www.gov.uk/government/publications/dealing-with-issues-relating-to-parentalresponsibility/understanding-and-dealing-with-issues-relating-to-parentalresponsibility
- School reports on pupil performance www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers

Dealing with Data Breaches

Although data is handled in line with DPA/GDPR regulations, a data breach may occur for any of the following reasons:

- loss or theft of data or equipment on which data is stored
- inappropriate access controls allowing unauthorised use
- equipment failure
- human error
- unforeseen circumstances such as a fire or flood
- hacking attack
- 'blagging' offences where information is obtained by deceiving the organisation who hold it
- Cyber-attacks involving ransomware infections

If a data protection breach is identified then the WNAT Data Protection policy and procedures will be instigated. For full details please see this policy via the school website.