Malpractice and Maladministration Policy

1. Overview

Malpractice and maladministration are acts or omissions that may disadvantage learners and compromise the integrity, quality, and reputation of ASEEDER, its staff, learners, and the qualifications it administers.

ASEEDER is committed to preventing malpractice and maladministration throughout the delivery, supervision, assessment, and moderation of its programmes and qualifications. This policy sets out the definitions, preventative measures, reporting mechanisms, investigation procedures, and sanctions relating to suspected or confirmed cases of malpractice and/or maladministration.

This policy applies to:

a) All ASEEDER staff, including but not limited to Supervisors/Assessors (SAs), Tutor Assistants (TAs), Coordinators, and Moderators

b) All learners undertaking ASEEDER qualifications

2. Definitions

2.1 Malpractice

Malpractice refers to any illegal, unethical, or deliberate act or practice that breaches ASEEDER regulations, undermines the integrity and validity of qualifications, compromises assessment standards, or damages the reputation of ASEEDER or the wider qualifications community.

Examples of learner malpractice may include (but are not limited to):

a) Plagiarism, including failure to acknowledge sources or submitting another person's work as one's own

b) Collusion or copying another learner's work

c) Impersonation for the purposes of assessment

d) Providing false information or fabricating data

e) Use or possession of unauthorised materials during assessment

Examples of staff malpractice may include (but are not limited to):

a) Breach of ASEEDER administrative or quality assurance requirements

b) Providing inappropriate assistance to learners

c) Failing to report or concealing learner malpractice

d) Issuing qualifications before assessment requirements are fully met

2.2 Maladministration

Maladministration refers to any unintentional act, omission, or practice that results in non-compliance with ASEEDER requirements. Where sufficiently serious, maladministration may be treated as malpractice.

Examples include (but are not limited to):

a) Inadequate supervision of learners

b) Incorrect recording of assessment results

c) Issuing incorrect certificates

2.3 Artificial Intelligence–Related Misconduct

For the purposes of this policy, Artificial Intelligence (AI) refers to any automated system, software, or tool capable of generating, modifying, analysing, or transforming text, data, images, code, or other content (including but not limited to generative AI systems, large language models, and automated content-generation tools).

The use of AI tools does not in itself constitute malpractice. However, unauthorised, undisclosed, or inappropriate use of AI in learning, assessment, supervision, or academic production constitutes malpractice or maladministration where it undermines learner authenticity, assessment integrity, or qualification validity.

Examples of AI-related learner malpractice may include (but are not limited to):

a) Submitting AI-generated content as the learner's own original work without disclosure

b) Using AI tools to complete assessed tasks where independent learner work is required

c) Using AI to paraphrase, restructure, or generate academic content in order to evade plagiarism detection

d) Fabricating data, references, sources, or citations using AI systems

e) Using AI tools to simulate supervision logs, reflections, learning records, or research processes

f) Automated generation of research questions, methodologies, analysis, or conclusions where independent academic judgement is required

Examples of AI-related staff malpractice and maladministration may include (but are not limited to):

a) Using AI systems to generate assessment feedback, evaluation reports, or moderation decisions without human academic judgement

b) Delegating supervision, assessment, or moderation functions to AI systems

c) Failing to prevent, identify, or report inappropriate AI use by learners

d) Authorising or encouraging AI use in contexts where it compromises assessment integrity

e) Using AI systems in administrative or academic processes without appropriate governance, transparency, and control mechanisms

3. ASEEDER Procedures

ASEEDER maintains robust measures to prevent, identify, investigate, and address malpractice and maladministration. All allegations will be taken seriously and investigated fully.

3.1 Prevention

3.1.1 Staff-related measures

a) **Clear information and training:** All staff involved in teaching, supervision, assessment, moderation, or administration must receive clear guidance on assessment

requirements, procedures, and definitions of malpractice and maladministration during induction and ongoing training.

b) **Clear allocation of responsibilities:** Roles and responsibilities for assessment management must be clearly defined and understood by all staff.

c) **Permitted assistance only:** Staff may only assist learners within the limits permitted by regulations. Learner independence must be preserved at all times.

3.1.2 Learner-related measures

a) **Clear learner guidance:** Learners must be informed of malpractice and maladministration definitions, examples, consequences, and procedures during the guided learning sessions.

b) **Citation guidance:** Learners will be provided with guidance on appropriate referencing and citation to reduce the risk of unintentional plagiarism.

c) **Declaration of Authentication:** All learners must complete and sign a Declaration of Authentication confirming that submitted work is their own.

d) **Plagiarism checks:** All learner work must undergo plagiarism checking at least once prior to formal submission. ASEEDER retains plagiarism reports as supporting evidence.

3.1.3 AI Governance Measures

ASEEDER shall establish clear governance rules regarding the permitted and prohibited use of AI tools in teaching, learning, supervision, assessment, and administration. These shall include:

a) clear guidance on acceptable and unacceptable AI use

b) requirements for disclosure where AI tools are used

c) staff training on AI-related academic integrity risks

d) learner education on AI ethics and academic authenticity

e) mechanisms for detection, review, and verification of AI-generated content

3.2 Identification and Investigation

Suspected cases may be identified by staff, learners, external parties, whistle-blowers, or anonymous informants. Investigations may include the use of technical analysis,

AI-detection tools, content-authenticity review mechanisms, and expert academic judgement to assess the likelihood of AI-generated or AI-assisted misconduct.

a) **Confidentiality:** ASEEDER will take reasonable steps to protect the identity of informants where requested, subject to legal and regulatory obligations.

b) **Initial assessment:** ASEEDER will determine whether allegations relate to learner or staff malpractice/maladministration.

c) **Investigation:** An internal investigation will commence within 7 working days of notification. Relevant individuals may be contacted for evidence or clarification.

d) **Notification to ASDAN:** ASDAN will be informed of investigations as required.

e) **Investigation powers:** ASEEDER may involve learners, staff, and relevant representatives and review all relevant records and materials.

3.3 Learner Malpractice Procedure

a) Learner learning sessions may be temporarily suspended pending investigation. Such suspension is a neutral precautionary measure and does not imply any presumption of guilt.

b) Relevant records (including logs, communications, and submitted work) will be reviewed. Only information directly relevant to the allegation will be examined to ensure proportionality and confidentiality.

c) If confirmed prior to submission:

  - Formal warning issued

  - Work must be revised

  - A record noted on the assessment documentation

  - In serious or repeated cases, submission may be cancelled

These measures are intended to safeguard assessment integrity while allowing corrective action where appropriate.

d) If confirmed after submission, ASEEDER may:

  - Withhold results or certificates

- Amend results or certificates

- Recall or invalidate certificates

Such actions will be taken only where the validity or fairness of the assessment outcome is materially affected.

e) Decisions will be communicated within 7 working days. Appeals must be submitted within 14 calendar days. Appeals will be reviewed by personnel not previously involved in the original decision where practicable.

3.4 Staff Malpractice and/or Maladministration Procedure

a) Investigations will be proportionate to the allegation. The scope and depth of the investigation will reflect the seriousness and potential impact of the concern raised.

b) Assessments conducted by the staff member may be suspended pending investigation. This is a temporary safeguarding measure to protect learners and the integrity of assessment processes.

c) Independent assessment or moderation may be arranged to protect learner interests to ensure continuity and fairness without disadvantaging affected learners.

d) Sanctions may include:

  - Written warning

  - Mandatory training

  - Special conditions

  - Suspension

  - Dismissal in cases of gross misconduct

Any sanction imposed will be proportionate to the findings and consistent with applicable internal procedures.

e) Decisions will be communicated within 7 working days. Appeals must be submitted within 14 calendar days. Appeals will be considered in accordance with ASEEDER's internal review procedures.

Reviewed by 1 December 2025

Next review date: 1 December 2026

3.5 Reporting and Review

a) Full records of investigations and outcomes will be retained by ASEEDER and reported to ASDAN where required.

b) ASEEDER will review cases periodically to identify improvements and prevent recurrence.

Appendix I: Declaration of Authentication

I,   (your name), hereby declare that the enclosed material is all my own work. I have not copied or based my work on any samples or exemplars to which I have had access. Any work taken from another source has been appropriately referenced and acknowledged.

Name: Date:

Signature:

For Office Use Only	
Has the DoA been approved	
☐ Yes ☐ No Details: _____	
Your name:	_____
Signature:	_____
Date:	_____

Appendix II: Appeals against decisions made in cases of malpractice or maladministration

Introduction

Malpractice or maladministration, includes any act, default or practice which is a breach of ASEEDER regulations including, for example, that which:

- any illegal or unethical activity or practice that deliberately breaches regulations, or undermine the integrity and validity of the courses and qualifications that ASEEDER offers, and/or

- damage the authority of those responsible for conducting the teaching, supervision, assessment and moderation, or could otherwise compromise the reputation of ASEEDER, or the wider qualifications community.

Decisions in cases of suspected malpractice and/or maladministration are made after a full investigation into the cases. Appeals may be initiated against a finding and/or decision of malpractice and/or maladministration.

How to appeal

a) The appellant should submit *the Application of Appeal Form (see Appendix III)* to ASEEDER within 14 calendar days of receiving the decision. ASEEDER may reject appeals made outside of this timescale.

b) The appellant submitting an application for an appeal must set out as clearly and concisely as possible the grounds for the appeal and must include any further evidence relevant to supporting the appeal.

c) <u>Grounds for appeals:</u> Appeals must be based on reasonable grounds which relate to the incident in question.

The following are accepted as reasonable grounds:

- the incident was not dealt with in accordance with the published procedures as detailed in *ASEEDER: Malpractice and Maladministration Policy*

- the decision was unreasonable in light of the evidence presented

- further evidence has come to light which may change ASEEDER's decision

Reviewed by 1 December 2025

Next review date: 1 December 2026

- the decision made is disproportionate to the seriousness of the malpractice and/or maladministration

The following do not, by themselves, constitute grounds for an appeal:

  - the individual did not intend to cheat

  - the individual has an unblemished academic record

  - the individual could lose a place in school or employment

  - the individual regrets his/her actions.

d) Once *the Application of Appeal Form* is received, the context and grounds of the appeal and the supporting documentation are reviewed and checked for their validity and how the appeal may be processed. ASEEDER may:

  - refer the matter for fresh consideration to an appropriate individual who has not had any previous involvement with or any personal interest in the matter. At this stage the appeal may be upheld or rejected (not upheld).

  - not accept the appeal for investigation because no valid reasonable grounds for appeal have been provided.

e) A full record of the investigation and decisions will be made and kept by ASEEDER, and a report will be provided to ASDAN when the investigation has concluded.

Appendix III: Application of Appeal Form

This form should be completed when applying for an appeal against decisions made in cases of malpractice or maladministration. Please complete the form as fully as possible through the online platform, or return by email or post to:

Email: epq@seedasdan.org

Post: ASEEDER Compliance Manager - Confidential

Fl 21, LIPPO TOWER, NO.62, North KEHUA Rd., WUHOU Dist., Chengdu, China

If you have any questions about completing this form, please contact our Compliance Manager by email (epq@seedasdan.org).

☑ We will acknowledge receipt of your form within 5 working days and, if necessary, request additional information within 10 working days.

☑ We will let you know the action/s required to deal with the issue within 7 working days of receiving the information requested.

Contact Details:

Your Name:

Your Title: ☐ Student/Learner   ☐ Supervisor/Assessor

☐ Tutoring Assistant   ☐ Coordinator

☐ Internal Moderator   ☐ Other (Please Specify:)

Your Email Address:

Your Phone Number:

Please state the grounds for this appeal, continuing overleaf as necessary, and attach all supporting documentation.

Declaration：

" I understand that ASEEDER will retain and process electronically the information given

in and with this report, and may use it for any purpose deemed relevant to this application."

Name: Date:

Signature:

For Office Use Only	
Details of actions taken for this application of appeal	
Has the incident been reported to ASDAN	
☐ Yes ☐ No Details: ─────	
Compliance Manager Name:	─────
Signature:	─────
Date:	─────