

	<b>PAROW INCLUSIVE SCHOOL</b>	
	<b>POLICY:</b>	<b>School Assessment Irregularities</b>
	DATE:	2023

### Table of possible irregularities and sanctions involving learners

IRREGULARITY		POSSIBLE SANCTION
<b>1.</b>	<b>A learner who refuses to abide by any, or all, of the minimum requirements</b> for the compilation of a mark for an assessment in a subject.	Learner receives <b>incomplete results</b> in the subject.
<b>2.</b>	<b>A learner who presents work that is not his or her own work.</b> This may take various forms such as: <ul style="list-style-type: none"> <li>i. <u>Copying</u> verbatim from another source.</li> <li>ii. Submitting an assignment or project that is <u>not his or her own effort</u>. (It may have been completed by another learner, person or his or her parent, or even purchased.)</li> <li>iii. <u>Reproducing</u> an assignment or project from another learner and there is evidence of such copying.</li> <li>iv. Presenting work that has been previously presented and for which marks were received, which could either be his or her own effort or that of another person.</li> <li>v. Presenting work (as a whole or in part) that is not his or her own, but that of another learner from the same school or another school.</li> <li>vi. Any dishonest act aimed at <u>misleading the teacher in terms of the authenticity or originality</u> of the learner's work presented.</li> </ul>	<b>Zero mark</b> for the assessment task/ examination paper.
<b>3.</b>	<b>A learner who</b> , in respect of a component of a mark for an assessment that is completed under controlled conditions, <b>does any of the following:</b> <ul style="list-style-type: none"> <li>i. Creates a disturbance, intimidates others, or behaves in an improper or unseemly manner, despite a warning.</li> <li>ii. Disregards the arrangements or reasonable instructions of the teacher, despite a warning.</li> <li>iii. Is drunk or under the influence of other hard drugs.</li> </ul>	The learner <b>forfeits the opportunity to write or continue writing</b> that specific assessment task/ examination paper. (The learner retains marks awarded for other components in the subject.)
<b>4.</b>	A learner found in possession of <b>unauthorised material</b> during an assessment task/examination.	<b>Zero mark</b> for the assessment task/ examination paper.

5.	A learner in possession of a <b>cell phone or any electronic device</b> during an assessment task/examination paper. (Cell phones and/or electronic devices <i>must</i> be kept out of sight, <i>must</i> be switched off, and <i>may not</i> be touched or handled during an assessment task/ examination paper.)	<b>Zero mark</b> for the assessment task/ examination paper.
6.	<b>A learner caught copying or obtaining help from a fellow learner.</b>	<b>Zero mark</b> for the assessment task/ examination paper. (If there is evidence of collusion, the learner offering the assistance will also get a zero mark for the assessment task/ examination paper.)
7.	<b>Late arrival for the assessment task/examination.</b>	The learner <b>will be allowed to write</b> the assessment task/ examination, but <b>may not be given additional time</b> , unless valid reasons are given for their late arrival.
8.	<b>An assessment task taken out of the classroom, or examination script removed from the examination room</b> , and then submitted at a later stage.	The task/script will be marked, pending the outcome of an investigation. If the learner is found guilty, a <b>zero mark</b> will be given for that task/ examination paper.
9.	<b>A learner who steals an assessment task or examination paper.</b>	This will be regarded as a criminal case and be <b>referred to the SAPS</b> . The guilty learner will receive a <b>zero mark</b> for the assessment task/ examination paper.

**NB: A sworn affidavit, or doctor's certificate, must be submitted by learners who miss scheduled tests or examination papers, as per assessment planner or examination timetable.**

Learner's signature:	Parent/Guardian's signature:	Date: