



## **IRREGULARITY POLICY**

### **PREAMBLE**

The College believes that the development of self-discipline and adherence to acceptable standards of academic honesty are important aspects of the learning process.

The application of discipline for academic dishonesty is the responsibility of the College's Examinations Committee.

### **POLICY**

Academic dishonesty takes into consideration the following:

- plagiarism, defined as attempts to pass off another person's work as one's own; and
- cheating in tests and examinations.

Learners who commit acts of academic dishonesty will be subject to disciplinary action.

Disciplinary action will take the form of a penalty, according to the nature and extent of the dishonest act.

### **PROCEDURES**

#### **Irregularities**

A candidate's examination results may be declared null and void if:

- he/she takes into the examination room, or has in his/her possession whilst in the examination room, any book, memorandum, notes or any other paper whatsoever, with the exception of his/her timetable, instructions and any stationery issued by the invigilator;
- during the course of the examination he/she assist or attempts to assist another candidate, or receive or attempt to receive help from another candidate or any other person, or in any way communicates or attempts to communicate with another candidate;
- any other person impersonates him/her at the examinations;
- he/she behaves in an unruly, threatening, aggressive or intimidating manner; and
- he/she obtains information before the examination about the contents of the question paper.

### *Duties of the invigilator: irregularities*

The Invigilator must:

- inform the candidates about the policy prior to the commencement of each examination session;
- instruct candidates to remove all documents except those prescribed before the start of the examination; and
- ensure that the College's examination policy is duly executed.

If the Invigilator is satisfied that a candidate has committed an irregularity, he/she must:

- confiscate the incriminating material with minimal disruption to other candidates whilst preserving the dignity of the person concerned.
- confiscate the answer book/s used by the candidate and write on the outside cover/s: "*Alleged irregularity: Answer book confiscated at ..... (Time)*"
- supply the candidate with a new answer book, marked on the outside cover/s: "*New book supplied at ..... (Time)*"
- not permit any additional time to the candidate for the examination;
- write the word "Irregularity" next to the candidate's examination number on the mark sheet;
- submit a sworn statement about the circumstances of the irregularity;
- request the candidate to make a sworn statement regarding the incident. If the candidate refuses, the invigilator must include the candidate's refusal in his/her report; and
- send the following information under separate cover, but with the other candidates' scripts, to the College:
  - the incriminating evidence of material,
  - the answer book/s of the candidate, and
  - the sworn statement/s of the invigilator and candidate.

### *Duties of the marker: Irregularities*

All irregularities reported by the invigilator together with all incriminating evidence of material will be forwarded to the marker under separate cover.

Findings and recommendations must be submitted together with the scripts to the College.

Any discrepancies not reported by the invigilator but noted whilst marking (e.g. definite copying, incorrect paper answered etc), must also be reported. However, these irregularities should not be mentioned in the examiners report, but in a separate report, accompanied by the incriminated scripts, together with recommendations as to the action to be taken.

### *Appeals*

Candidates may appeal according to the appeals policy – see *Appeals Policy and Appeals Form (Annexure A)*