

ONLINE INSTITUTIONS

ASSESSMENT IRREGULARITIES TO BE CONSIDERED AND APPLIED BY INSTITUTIONAL ASSESSMENT INTEGRITY COMMITTEES

General:

1. All online institutions must ensure that the Invigilator App, or a similar approved online invigilation instrument, will be used by all learners during all formal assessments.
2. All institutions registered with SACAI are required to appoint an Internal Assessment Integrity Committee (IAIC).
3. The IAIC must include at least the head of the institution, the academic head and two other senior staff members.
4. The IAIC must consider the irregularities stated here below and apply the relevant sanction.
5. All meetings of the IAIC must be formally minuted.
6. The institution must keep an Internal Assessment Irregularities Register (IAIR). The IAIC must submit this register bi-annually by 30 June and 30 November each year. These reports should include both the integrity breach as well as the sanctions and keep track of learners during the FET phase.
7. The irregularities and the relevant sanctions must be formally communicated to parents and learners.
8. Appeals:
 - a. Parents are entitled to appeal against the decisions and/or sanctions of the IAIC within a period of 3 working days after formal communication to the parents.
 - b. The appeal must be formal and indicate the following:
 - i. The reason for the appeal,
 - ii. The possible mitigating circumstances, and
 - iii. What a more reasonable outcome could be.
 - c. The IAIC must consider the appeal within 3 working days.
 - d. The decision of the IAIC must be communicated to the parent(s) and learner within 2 working days.

No.	Irregularity	Action to be taken or applicable sanctions - ONLINE SCHOOLS
1	Failure to produce identification documents	<ul style="list-style-type: none"> ● The invigilation application should have identification measures in place to ensure the correct learner is in fact writing the exam. Failure of the identification procedure is an exam irregularity. ● The matter must be reported to SACAI. ● The candidate's result for that examination question paper must be declared null and void. ● The candidate must be allowed to write the examination but must produce the identification document within 24 hours or, alternatively, provide an affidavit. ● Should the candidate fail to produce the identification document or the affidavit within 24 hours, he or she will not be allowed to continue with the next examination session.
2.	Incorrect name or unable to determine the identity of the learner	<ul style="list-style-type: none"> ● The invigilation application should have identification measures in place to ensure the correct learner is in fact writing the exam. Failure of the identification procedure is an exam irregularity. ● The institution must use all available means to establish the correct identity and if in doubt must then be verified with the parent or the candidate concerned. ● The candidate's result for that examination question paper must be declared null and void.

		<ul style="list-style-type: none"> Formally inform the parents.
3.	Late arrival for the online assessment	<ul style="list-style-type: none"> A candidate must not be allowed to start the examination should he or she only attempt the examination after the first 30 minutes of the commencement of the online examination. A candidate who starts late but within the first 30 minutes of the commencement of the examination must be allowed to write the examination but will not be allowed any additional writing time.
4.	Examination answer script missing or lost by the institution	<ul style="list-style-type: none"> A detailed record of learner submissions should be retained by the institution's Learner Management System (LMS) and/or invigilation software. If an answer script is missing or lost by the institution for any reason, the matter must be reported to SACAI requesting a concession on the specific examination. (Exam to be excused) After all possible steps to locate the examination answer script have been exhausted and an investigation conducted, a report in this regard must be submitted to SACAI to determine a calculated mark in accordance with Umalusi guidelines. An examination answer script lost due to the negligence of an invigilator constitutes an act of misconduct and must be dealt with in terms of the institution's disciplinary procedures. A report on the disciplinary procedure must be submitted to SACAI.
5.	Writing on an incorrect grade, e.g. Home Language vs First Additional Language	<ul style="list-style-type: none"> The institution's Learning Management System (LMS) should only permit learners to write assessments for the correct grade and/or subject(s). In the event of submission of an assessment answer script for the incorrect grade and/or subject(s), the candidate's result for that examination question paper must be declared null and void. The matter must be reported to SACAI. If the action was unintentional or the result of misinterpretation, the candidate's mark must be converted as indicated in the Umalusi guidelines If the action was intentional or deliberate, the results of the candidate must be declared null and void.
6.	Candidates found in possession of unauthorised material during the examination, or make use of Google or AI	<ul style="list-style-type: none"> The matter must be reported to SACAI. The candidate's results for that assessment or examination question paper are declared null and void. The candidate must be subjected to the school's/institution's disciplinary process. Formally inform the parents.

7.	Candidates found in possession of an unauthorised electronic device during the examination	<ul style="list-style-type: none"> ● The matter must be reported to SACAI. ● The candidate's results for that assessment or examination question paper are declared null and void ● The candidate must be subjected to the school's/institution's disciplinary process. ● Formally inform the parents.
8.	Candidate caught copying, obtaining help from a fellow- candidate or making use of AI or Google.	<ul style="list-style-type: none"> ● The matter must be reported to SACAI. ● The candidate's results for that assessment or examination question paper are declared null and void. ● If there is evidence of collusion, the candidate offering the assistance must also be sanctioned as indicated above. The candidate must be subjected to the school's/institution's disciplinary process. ● The candidate must be subjected to the school's/institution's disciplinary process. ● Formally inform the parents.
9.	Candidate assisting another candidate during the examination session.	<ul style="list-style-type: none"> ● The matter must be reported to SACAI. ● The candidate's results for that assessment or examination question paper are declared null and void. ● The candidate must be subjected to the school's/institution's disciplinary process. ● Formally inform the parents.
10.	Presentation of fraudulent identification or an imposter	<ul style="list-style-type: none"> ● The invigilation application should have identification measures in place to ensure the correct learner is in fact writing the exam. Failure of the identification procedure is an exam irregularity. ● The matter must be reported to SACAI. ● The candidate's results for that examination question paper is declared null and void. ● The candidate must be subjected to the school's/institution's disciplinary process. ● Formally inform the parents. ● In addition, this matter must be reported to the SAPS.
11.	Assistance to a candidate, provided by an invigilator, teacher, principal, or any other official.	<ul style="list-style-type: none"> ● The invigilation application should have measures in place to identify if any assistance is given to the learner. ● The matter must be reported to SACAI. ● In the event of the candidate being found guilty, the results for that examination question paper may be declared null and void. ● In the case of the invigilator, teacher or principal, it must be regarded as an act of misconduct. The official must be suspended immediately from all examination-related work and be dealt with in terms of the relevant legislation. ● This must also be reported to SAPS. ● If an invigilator at a private examination centre is negligent in the execution of his or her functions, such an invigilator must not be appointed as an invigilator again.

12.	Handwriting of an unauthorised (i.e. not an approved scribe) or different person on the answer script	<ul style="list-style-type: none"> ● The matter must be reported to SACAI. ● The candidate's results for that examination question paper is declared null and void. ● The candidate must be subjected to the school's/institution's disciplinary process. ● Formally inform the parents.
13.	A different person writes the question paper on behalf of the candidate	<ul style="list-style-type: none"> ● The invigilation application should have identification measures in place to ensure the correct learner is in fact writing the exam. Failure of the identification procedure is an exam irregularity. ● The matter must be reported to SACAI. ● The candidate's result for that examination question paper is declared null and void ● The candidate must be subjected to the school's/institution's disciplinary process. ● Formally inform the parents.
14.	Two examination answer scripts with the same examination number	<ul style="list-style-type: none"> ● The invigilation application must have identification measures in place to ensure the correct learner is in fact writing the exam. Failure of the identification procedure is an exam irregularity. ● A detailed record of learner submissions should be retained by the institution's Learner Management System (LMS) and/or invigilation software. ● In the event of two examination answer scripts with the same examination number occurring: <ul style="list-style-type: none"> • If the act was unintentional, the examination numbers must be corrected and the results of the candidates concerned must be released. • If the action was intentional or deliberate, the results of the guilty candidates must be declared null and void for that examination question paper. ● The candidate must be subjected to the school's/institution's disciplinary process. ● Formally inform the parents.
15.	Crib notes discovered in examination answer scripts at the marking centre -	<ul style="list-style-type: none"> ● The invigilation application must have the necessary measures in place to flag learners using unauthorised material, i.e. crib notes (including access to the internet or AI) during a formal assessment. ● The matter must be reported to SACAI. ● The candidate's result for that examination question paper is declared null and void ● The candidate must be subjected to the school's/institution's disciplinary process. ● Formally inform the parents.
16.	An examination answer script removed from the examination room and submitted at a later stage	<ul style="list-style-type: none"> ● If a script is not submitted within the designated timeframe for an online assessment, it will not be accepted for marking. This is due to the requirement that all assessments be completed under supervision or invigilation, which cannot be verified once the official assessment period has ended. ● The matter must be reported to SACAI.

		<ul style="list-style-type: none"> ● The examination answer script must be marked as normal, pending the outcome of the investigation. ● In the event where the candidate is found guilty, the results for the examination question paper concerned must be declared null and void. ● The candidate must be subjected to the school's/institution's disciplinary process. ● Formally inform the parents.
17.	Submission of work that is not the candidate's own work.	<ul style="list-style-type: none"> ● The matter must be reported to SACAI. ● The person who submits work that is not his or her own, may have his or her results for that examination question paper declared null and void. ● The candidate must be subjected to the school's/institution's disciplinary process. ● Formally inform the parents. ● If there is evidence of collusion, the candidate offering the assistance must also be sanctioned as indicated above.
18.	Leaked/stolen examination question paper	<ul style="list-style-type: none"> ● The matter must be reported to SACAI. ● A leaked examination question paper is a paper to which a learner had access, e.g. a copy of the examination question paper, a part of it or a transcript which resembles the examination question paper. ● This must be regarded as a criminal case and must be referred to the SAPS. ● In the event where it can be proven that specific candidates have gained unlawful access to an examination question paper prior to it being written, the guilty candidate(s) must be suspended immediately, pending the outcome of a disciplinary hearing. ● The results obtained for the subject should be declared null and void. ● In the case of a leaked examination question paper the head of the institution must decide in conjunction with SACAI what action should be taken to ensure the credibility of the examination.
19.	Bribery or attempted bribery	<ul style="list-style-type: none"> ● The matter must be reported to SACAI. ● This must be regarded as a criminal case and must be referred to the SAPS. ● If the candidate is found guilty, the candidate must be suspended immediately, pending the outcome of a disciplinary hearing. ● In the event where a tutor, educator, invigilator or an institutional official is involved, this must be regarded as an act of misconduct and must be dealt with in terms of the relevant legislation, including a formal disciplinary hearing.
20.	Creating a disturbance, intimidation, being intoxicated, disregarding the arrangements and/or the reasonable instructions of the invigilator	<ul style="list-style-type: none"> ● The candidate must be warned and, if he or she persists with the behaviour or action, the candidate must be removed from the examination centre. ● The candidate then forfeits the opportunity to write or to continue writing that specific examination question paper. ● Where the candidate has commenced with the examination, the marks attained will be declared null and void. ● The candidate retains the marks awarded for the other components in the subject, and the results are released as such. ● Criminal charges may be instituted

21.	Resulting of a candidate who is irregular in an eighth and ninth subject:	<ul style="list-style-type: none"> ● Where a candidate is irregular in any component of the subject, the result for the subject will be declared null and void and the candidate must redo the entire subject. ● The candidate will receive the subject results for the subjects where there is no irregularity and will not receive the overall result until the period of the sanction has expired and the candidate satisfies the minimum requirements for the National Senior Certificate. ● Where a candidate is irregular in the eighth or ninth subject, the candidate will receive the subject results in the subjects where there is no irregularity. ● The candidate will not receive the overall result relating to the qualification.
22.	Writing without invigilation / no invigilation data available	<ul style="list-style-type: none"> ● The candidate's result for that examination question paper must be declared null and void. ● The candidate must be subjected to the school's/institution's disciplinary process. ● Formally inform the parents.
23.	Submission of illegible scripts (handwritten and scanned PDF scripts) (can be considered as a technical irregularity)	<ul style="list-style-type: none"> ● Mark only content that is legible and award zero for illegible answers