



SOUTH AFRICAN COMPREHENSIVE ASSESSMENT INSTITUTE
SUID-AFRIKAANSE KOMPREENSIEWE ASSESSERINGSINSTITUUT

POLICY FOR IRREGULARITIES

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1. INTRODUCTION

1.1. PURPOSE OF THE POLICY

The purpose of the policy is to set the minimum standards and provide guidance for effective, valid, reliable, fair, transparent and appropriate policies for handling and managing irregularities and is aligned with the policies, regulations and legislations that govern qualifications offered under the General and Further Education and Training sub-framework.

The South African Comprehensive Assessment Institute (SACAI) conducts examinations for the General Education and Training Certificate: Adult Basic Education and Training (GETC: ABET) and the National Senior Certificate (NSC) qualifications. These assessments cater to their clients to determine the learner's competence in the learning areas or subjects assessed and/or qualification assessed to facilitate progression to the next level.

Irregularities occur throughout the annual assessment cycle and are not limited to candidate or invigilator behaviour in the examination venue. It is therefore important that every person involved in the assessment process, internal (SBA) and external, be sensitised and made aware of possible irregularities which they must notice by being alert at all times.

All suspected, alleged or confirmed irregularity reports by institutions are submitted to the SACAI Irregularities Committee, from where findings and reports are submitted to Umalusi.

Reports to SACAI may initially be done telephonically and must be followed by written reports within 12 hours. The members of the SACAI Irregularity Committee must be informed of a meeting to consider the report within 48 hours from the time at which the irregularity occurred.

In the event of an investigation being required, key findings and a decision to resolve the irregularity must be concluded within 3 months from the date of the first irregularity meeting.

1.2. SACAI IRREGULARITY COMMITTEE

1.2.1. Composition and responsibilities of the Irregularity Committee

The SACAI Irregularity Committee (SIC) consists of an appointed independent chairperson, the SACAI CEO, the Heads of the Divisions, and occasionally, internal observers from SACAI. Observers from Umalusi are invited to discuss any identified irregularities and the decisions determined by the SIC after the examination processes have been concluded for both the May/June and October/November examination sessions.

The SIC meets during each examination session (May/June and October/November) to check and discuss any irregularities occurring:

- In the question paper design;
 - In the printing and distribution of question papers;
 - In the internal assessment components;
 - During the writing of the examinations;
 - During the marking of the scripts;
 - In the capturing of marks;
 - In the standardisation and release of results; and
 - In the certification process.
1. For each qualification, there must be minutes of committee meetings, an irregularity register, and irregularity reporting templates kept safe in a file.
 2. Managing irregularities involves investigating, confirming and making recommendations regarding any irregularities that are identified.
 3. The irregularity committee must sit within 7 working days of the irregularity being reported to determine the nature and extent of the irregularity, identify role players and establish their involvement.
 4. The SIC will use the stipulated guidelines below to determine the outcomes, including whether further investigations are required, and any applicable sanctions for the irregularities they consider.
 5. If the SIC requires further investigations, key findings must be considered, and a decision pertaining to the irregularity must be determined within 3 months from the date of the first irregularity meeting.

1.2.2. Unresolved irregularities

The SIC will inform those implicated in alleged irregularities of prescribed timelines to contest, provide evidence, and/or respond to the findings and queries. Following the steps outlined in 1.2.1, in the absence of communication from implicated parties, the Committee will use its discretion to make a final decision regarding the irregularities.

Unresolved irregularities should be concluded within 6 months from the date of the first irregularity meeting.

1.2.3. Categorisation of examination irregularities

Examination irregularities must be categorised as follows:

- administrative errors or omissions; and
- behavioural offences and acts of dishonesty.

1.2.4. Reporting of irregularities

Reporting of examination irregularities is categorised into two components. The first component relates to the reporting of the irregularity at the location where it is identified to the relevant officials at SACAI, and the second component relates to the reporting of the irregularity to the external role players by SACAI.

- Internal reporting – all alleged irregularities must be reported immediately to the applicable Head of Department. This reporting may be done verbally and must be followed with a written report within 12 hours.
- External reporting – SACAI must report all examination irregularities to Umalusi within 48 hours of the identification of such irregularities. This may be done telephonically, but it must be followed with a written report within 48 hours.

1.2.5. Procedure for applying for assessment concessions

The CEO of SACAI will submit an application for an assessment concession to Umalusi for consideration and approval. The following assessment concessions are applied for:

- Missing/lost script;
- A language paper written at a level (FAL, SAL, HL) that is different from the one registered for;
- A candidate is issued an incorrect question paper; and
- Errors on the question paper(s).

The following supporting documents are included in the application for an assessment concession:

- Written motivation for the assessment concession;
- Report detailing the incident and any investigations conducted, and the findings thereof;
- Attendance registers signed by the affected candidate(s); and
- The marksheets for all the affected subject papers.

2. IRREGULARITIES IN THE EXAMINATION PHASES AND PROCESSES

2.1. IRREGULARITIES OCCURRING DURING THE DESIGN PHASE

Irregularities that may occur during the design phase include:

- Appointing Examiners and Internal Moderators who are inexperienced or unqualified for the work they have to execute.
- When question papers during Setting, Moderation, Typing, Editing, Proof Reading and Translating are riddled with errors or the contents of the translated version of the question paper differ from those of the original paper.
- When an unauthorised person(s) get hold of the Question paper(s) during the printing and packing process.
- When packages are incorrectly labelled.
- When question papers get lost while in transit to and from the Examination Centre.

2.2. IRREGULARITIES OCCURRING DURING INTERNAL ASSESSMENTS

2.2.1. Irregularities involving learners during the internal assessment include:

- A candidate who refuses to abide by any of the requirements in respect of compilation of a mark for internal assessment in a subject or learning area, with no valid reason. The learning institution must approve the validity of the reason presented for an assignment/project that is not original.
- A candidate who presents work that is not his or her original work
- Reproduction of an assignment/project from another learner and there is evidence of such copying.
- Work that has been previously presented and for which credits were received, which could either be the learner's own effort or that of another individual.
- The whole or part of a portfolio that is not a learner's own work, but that of another learner from the same learning institution or another learning institution.
- A candidate who resorts to any dishonest act to mislead the Educator in terms of the authenticity/originality of the portfolio presented.

2.2.2. A candidate who, in respect of a component of a mark for internal assessment that is completed under controlled conditions, does the following:

- Creates a disturbance or intimidates others or behaves in an improper or unseemly manner despite a warning.
- Is under the influence of intoxicating substances and behaves in a disorderly manner.

- Disregards the arrangements or reasonable instructions of the Educator despite a warning.
- Continues to disregard assessment regulations despite a warning.
- A candidate making a false statement in respect of the authenticity of a particular component of the mark for internal assessment.

2.2.3. Irregularities involving Teachers/Educators and other Assessment Official during internal assessment (CASS/SBA) may occur during the following stages at the learning institution:

- The compilation of a mark for internal assessment.
- The monitoring or moderation of a mark achieved in terms of internal assessment;
- The capturing and processing of data, and
- Investigations in respect of suspected internal assessment irregularities.

2.2.4. The assessment irregularities involving Teachers/Educators may include the following:

- The teacher willfully and intentionally, without a valid reason, fails to satisfy the requirements or excludes one or more assessment tasks from the compilation of the final assessment marks.
- The Teacher/Educator alters, by either decreasing or increasing, the marks of candidates without the approval of the Internal Moderator or Head of the Institution.
- The teacher willfully provides assistance to a learner that advantages the learner unfairly in comparison to other learners.
- The teacher collaborates with a candidate who presents the whole or part of a portfolio that is not his/her own work.

2.3. IRREGULARITIES OCCURRING DURING THE WRITING OF EXAMINATIONS

Irregularities that occur during the writing of examinations may be categorized as:

2.3.1. Administrative errors and omissions may include:

- Failure of the candidate to produce an identity document (as opposed to a fraudulent identity document);
- Failure of the invigilator to check identity documents.
- Late delivery of examination question papers at an examination centre;
- An examination answer script that is damaged;
- Examinations are conducted at an examination centre other than the examination centre where the candidate is registered; and
- Any other technical difficulty or problem with either examination answer scripts, answer sheets or proceedings.

2.3.2. Learners misbehaving or willfully disobeying (behavioural offences) regulations of Instructions issued during an examination

This category of irregularities includes:

- Creating a disturbance or intimidating others or behaving in an improper or unseemly manner;
- Disorderly conduct;
- Disregard for the arrangement or reasonable instruction of the Invigilator despite a warning; and
- Disregard for regulations despite a warning.

2.3.3. Learners engaged in dishonest acts during the examination process.

Irregularities falling under this category include those:

2.3.3.1. That are identified before the commencement of an examination

- Presentation of fraud identified in Identity Document, Admission Letter / Permit.
- Bribery or attempted bribery.
- Incorrect seating position.

- Access to packages that are wrongly labelled or when question papers get lost in transit to and from the examination centre.
- Failure to present Identification Documents.

2.3.3.2. That are identified during the examination being written

- Possession of notes or any other unauthorized material which could in any way assist in the answering of the questions.
- Copying from notes, textbooks or unauthorized material.
- Copying from fellow candidates.
- Attempting to obtain assistance from, or being assisted by, another candidate or any other individual.
- Assisting, or attempting to assist another candidate.
- Receiving assistance from any other source.
- The question paper has been written by another, or substitute candidate.
- The use of another candidate's examination number.
- Use of cell phones, programmable calculators or any other electronic device that may be of assistance to the candidate whilst writing the examination, except where instructions specify otherwise.
- Hacking into fellow candidates' computers to access their answers to the question paper/ using computers to access answers.
- Any other type of conduct or possession which could render improper assistance or unfair advantage to a candidate and thereby prejudice other candidates being examined under the auspices of the relevant assessment body.
- Any other action which is in contravention of regulations governing the administration of, or management, under the auspices of the relevant assessment body.

2.3.4. **Failure of candidates to sit for examinations due to factors beyond their control.**

This category of irregularities refers to incidents where candidates cannot write examinations due to circumstances beyond their control. The following are possible, though not exhaustive, situations that can prevent candidates from writing examinations:

- Power failure during the writing of subjects that require the use of electricity;
- Unrests that may threaten the lives of candidates within the vicinity where the examination centre is located.
- Floods.
- Loss of question papers during their transit.

2.3.5. Irregularities involving examination officials

This particular category of irregularities refers to examination officials and Facilitators/ Educators wilfully contravening any of the policies referred to in this document so as to grant candidates an unfair advantage in the examination.

2.3.5.1. Examination officials who may be involved in examination irregularities are the following:

- Examination officials such as Chief Invigilators/ Centre Managers, Invigilators / Relief Invigilators, Monitors, Support Service Personnel, Chief Markers, Senior Markers, and Marking Centre Managers.
- Professionals such as Facilitators/ Educators or Heads of Training/ Learning Centres
- Facilitators /Educators in the immediate employment of a Training/ Learning Centre registered as an assessment centre who, in the performance of examination duties, are doing this under the jurisdiction of an Assessment Body.
- Administrative personnel whose duties include work in respect of Assessment, Certification, and Accreditation.
- Administrative personnel in the immediate employ of a Training / Learning Institution registered as an assessment centre who, in the performance of assessment duties are doing this under the jurisdiction of an Assessment Body.

2.3.5.2. The following are actions on the part of Examination Officials that are deemed irregular:

- Negligence.
- Indolence.
- Disobedience.
- Failure to abide by relevant legislation or policies or regulations.
- Improper or disorderly behaviour.
- Actions detrimental to the interests of the relevant assessment
- Unauthorized release of information body.
- Misuse of authority for private gains or reward.
- Knowingly making false statements prejudicial to the interests of the relevant Assessment Body or for personal advantage.
- Contravention of a prescribed Code of Conduct or set of rules such as failure to comply with the provision of any policy.

2.4. IRREGULARITIES OCCURRING DURING THE MARKING PROCESS

Irregularities in the marking process relate to irregularities committed by:

- **Assessment Body Officials,**
- **Markers of Scripts, and**
- **Senior Markers or Chief Markers.**

2.4.1. Administrative errors and omissions may include:

- An incorrect or no examination number;
- The examination number not appearing on the mark sheet;
- An examination answer script that is damaged;
- An examination answer script that is found amongst examination answer scripts from another examination centre or a different subject;
- An examination answer script that is lost or missing; and
- Any other technical difficulty or problem with either examination answer scripts, answer sheets or proceedings.

2.4.2. Irregularities involving Assessment Body Officials include the following:

- Selection and Appointment of Markers;
- Transfer and delivery of scripts to the marking centre;
- The Administration of the marking process, which includes:
 - Recording, Storage, Issuing, and Security of scripts;
- The actual marking process;
- The checking and totalling of marks on scripts;
- The internal and external moderation of marking; and
- Transfer of marks to mark sheets.

2.4.3. Irregularities identified by Markers include the following:

- The answer script handed in differing from that issued by the Invigilator – the answer script will differ from the rest of the same centre;
- Different handwriting in an answer script – however, there are candidates who have a number of varying handwritings.
- Crib notes discovered;
- No crib notes but clear evidence of copying;
- Evidence of possible assistance by an Invigilator or any other individual;
- Two examination answer scripts submitted for one candidate;
- An indication that the candidate has been allowed to be examined in terms of an “open book” examination.

2.4.4. Irregularities identified by a Senior or Chief Marker include the following:

- Inconsistency in marking;
- Inaccurate addition of marks;
- Erroneous transfer of marks from scripts to mark sheets.

2.5. IRREGULARITIES OCCURRING DURING THE CAPTURING, STANDARDISATION, RELEASE OF RESULTS AND CERTIFICATION PROCESS

A contravention of the National Policies on the Conduct, Management and Administration of the Assessment, during any of the stages relating to the Capturing, Processing, Standardization, Release of Results and Certification, on the part of an Assessment Body Official involved in these processes, which could undermine the credibility of the examination results, which must be declared an irregularity.

2.5.1. Some of the actions deemed to be irregular during the processes listed include:

- Negligence.
- Indolence.
- Failure to abide by relevant legislation, policies or regulations.
- Unauthorized release of sensitive/confidential information.
- Misuse of authority for private gain or reward.
- Unauthorized access to examination data or subjects' credits.
- Failure to accurately verify information on Certificates and Qualifications.

2.5.2. It is the duty of the Assessment Body Official or Systems Administrator responsible for these functions, to ensure that any data presented that is inaccurate must be regarded as an irregularity.

2.5.3. Provision of Examination Data to any institution or individual, without the approval of the Minister of Education or Director-General or Assessment Body's Head of Department or their nominated representatives, constitutes an irregularity.

2.6. PROCEDURE FOR INVESTIGATING ALLEGED IRREGULARITIES

When conducting investigations related to alleged irregularities, it is the duty of the Assessment Body to ensure that the investigation is lawful, reasonable, timely, and procedurally fair and to ensure that the rights of the candidate are not infringed. The principles of transparency of administrative action must be adhered to.

2.6.1. The following procedure must be followed in respect of an investigation:

- The Irregularity Committee members must be alerted and involved in the investigation process.
- Upon the deliberation of the alleged irregularity by the Irregularity Committee members, the Assessment Body must send out communication in the form of a formal letter to the implicated centre notifying them of the alleged irregularity.
- The communique to the centre will outline the details of implicated candidate(s) and the nature of the alleged irregularity.
- The implicated centre will be given a timeframe for an expected response (usually 14 days) before a final decision can be made by the Irregularity Committee.
- It is recommended that centres implicated in alleged irregularities interview the candidates implicated and/or centre officials, including facilitators and/or invigilators, to determine what transpired.
- All investigations undertaken by the implicated centre must be clearly documented/minuted if it takes the form of a meeting.
- Findings from the investigation conducted by the centre may be included as evidence in the implicated centres' response to the Assessment Body.
- Any findings from the investigation must be submitted to the Irregularity Committee for full transparency and deliberation.
- It is within the rights of the Assessment Body, based on the severity of the irregularity, to inform the implicated centre that they may report the case to the relevant State Security Agents for criminal investigation.

2.6.2. Appeals

- Should the candidate or his or her parent or guardian be dissatisfied with the way the hearing has been conducted, an appeal may be lodged to the Head of the Department.
- A candidate may appeal against the decision of the Irregularity Committee within fourteen (14) working days of receipt of the written pronouncement of the judgement or sanction, if the candidate was present at the hearing.
- All appeals must be in writing and must include reasons in support of the appeal.

3. IRREGULARITIES REPORTS FOR EXAMINATION PHASES AND PROCESSES

3.1. IRREGULARITIES REPORT ON IRREGULARITIES OCCURRING DURING THE INTERNAL ASSESSMENT

Report Compiled by:	
Date:	

Instructions for Completion:

- Please complete the relevant section of the report.
- All sections must be completed in full. Detailed descriptions of the irregularities and decisions made need to be included.
- All relevant stakeholders must sign the report where applicable.
- Attach any evidence to support findings.

Subject or Learning Area and Level:	
Centre Name:	
Exam Session:	
Marker/Moderator:	
Senior Marker/Senior Moderator:	
Chief Marker/Chief Moderator:	
SACAI Official	
Date:	

Type of Irregularity	Y	N	Description
Irregularities involving Assessment Body Officials			
Selection and appointment of Markers /Moderators.			
Transfer and delivery of SBA's/Scripts to the marking centre.			
The Administration of the moderation /marking process, which includes recording, storage, issuing and security of SBA's/Scripts.			
The actual moderation or marking process.			
The checking and totalling of marks on the SBAs or exam scripts.			
The internal and external moderation of marking.			
Transfer of marks to working mark sheets or exam mark sheets.			
The category of irregularities identified by moderators or markers			
The SBA or answer script handed in by the centre differs from the list of learners at the centre.			
Evidence of copying (from the SBA marking guideline or other learners).			
Different handwriting in the SBA or answer script – however, there are candidates who have a number of varying handwritings.			
Crib notes discovered with the exam scripts.			
No crib notes but clear evidence of copying.			
Evidence of possible assistance by a facilitator/Invigilator or any other individual.			
Two examination answer scripts submitted for one candidate.			
An indication that the candidate has been allowed to be examined in terms of an “open book” examination.			

The category of irregularities identified by the Chief Moderator/Marker or Senior Moderator/Marker			
Irregularity	Y	N	Description
Inconsistency in marking.			
The inaccurate addition of marks.			
Transfer of marks to working mark sheets or exam mark sheets.			

Answer the following questions:

1. Who identified the above irregularity/irregularities?

2. Did the correct role-player identify the irregularity? If not, give possible reasons.

3. What actions were taken upon discovery of the irregularity?

4. Particulars of implicated individuals

Full Names	Surname	Classification:
		(Learner / Marker / Moderator / SACAI Official)

Comments from Individual/s accused of committing an irregularity.

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Irregularity Committee Recommendations

Designation	Full Names and Surname	Signature	Date
Learner			
Facilitator at the centre			
SACAI Marker /Moderator			
SACAI Senior Marker/Moderator			
SACAI Chief Marker/Moderator			
Chairperson: Irregularities Committee			

3.2. IRREGULARITIES REPORT ON IRREGULARITIES OCCURRING DURING THE WRITING OF EXAMINATIONS

Report Compiled by:	
Date:	

Instructions for Completion:

- Please complete the relevant section of the report.
- All sections must be completed in full. Detailed descriptions of the irregularities and decisions made need to be included.
- All relevant stakeholders must sign the report: Learner; Invigilator; Chief Invigilator; Chairperson of the Irregularities Committee.
- Attach any evidence to support findings.

Section A: Irregularities involving learners

Name and Surname of Learner/s:	
Subject or Learning Area and Level:	
Invigilator:	
Marker:	
Moderator:	
Date:	

Type of Irregularity	Y	N	Description
Creating a disturbance or intimidating others or behaving in an improper or unseemly manner.			
Engaging in acts of dishonesty during the examination process.			
Presentation of fraud identified in Identity Document, Admission Letter / Permit.			
Bribery or attempted bribery.			
Incorrect seating position.			
Access to packages that are incorrectly labelled or when question papers get lost in transit to and from the examination centre.			

Possession of notes or any other unauthorized material.			
Copying from notes, textbooks or unauthorized material/copying from other candidates.			
Obtaining assistance from, or being assisted by, another candidate or any other individual.			
The use of another candidate's examination number.			
Use of a cell phone, programmable calculator or any other electronic device except where instructions specify otherwise.			
Power failure during the writing of subjects that require the use of electricity.			
Floods			

Type of Irregularity	Y	N	Description
Examination officials such as Chief Invigilators/ Centre Managers, Invigilators / Relief Invigilators, and Monitors			
Negligence.			
Indolence.			
Leaked/stolen paper			
Missing examination papers			
Bribery			
Failure to abide by relevant legislation, policies or regulations.			
Misuse of authority for private gains or reward.			

Answer the following questions:

1. Who identified the above irregularity/irregularities?

2. Did the correct role-player identify the irregularity? If not, give possible reasons.

3. What actions were taken upon discovery of the irregularity?

4. Particulars of implicated individuals

Full Names	Surname	Classification: (Learner / Marker / Moderator / SACAI Official)

Comments from Individual/s accused of committing an irregularity

3.3. IRREGULARITIES REPORT ON IRREGULARITIES OCCURRING DURING THE MARKING PROCESS

Report Compiled by:	
Date:	

Instructions for Completion:

- Please complete the relevant section of the report.
- All sections must be completed in full. Detailed descriptions of the irregularities and decisions made need to be included.
- All relevant stakeholders must sign the report where applicable.
- Attach any evidence to support findings.

Subject or Learning Area and Level:	
Centre Name:	
Exam Session:	
Marker/Moderator:	
Senior Marker/Senior Moderator:	
Chief Marker/Chief Moderator:	
SACAI Official	
Date:	

Type of Irregularity	Y	N	Description
Irregularities involving Assessment Body Officials			
Selection and appointment of Markers /Moderators.			
Transfer and delivery of SBA's/Scripts to the marking centre.			
The Administration of the moderation /marking process, which includes recording, storage, issuing and security of SBA's/Scripts.			
The actual moderation or marking process.			
The checking and totalling of marks on the SBAs or exam scripts.			
The internal and external moderation of marking.			
Transfer of marks to working mark sheets or exam mark sheets.			
The category of irregularities identified by moderators or markers			
The SBA or answer script handed in by the centre differs from the list of learners at the centre.			
Evidence of copying (from the SBA marking guideline or other learners).			
Different handwriting in the SBA or answer script – however, there are candidates who have a number of varying handwritings.			
Crib notes discovered with the exam scripts.			
No crib notes but clear evidence of copying.			
Evidence of possible assistance by a facilitator/Invigilator or any other individual.			
Two examination answer scripts submitted for one candidate.			
An indication that the candidate has been allowed to be examined in terms of an “open book” examination.			

The category of irregularities identified by the Chief Moderator/Marker or Senior Moderator/Marker			
Irregularity	Y	N	Description
Inconsistency in marking.			
The inaccurate addition of marks.			
Transfer of marks to working mark sheets or exam mark sheets.			

Answer the following questions:

1. Who identified the above irregularity/irregularities?

2. Did the correct role-player identify the irregularity? If not, give possible reasons.

3. What actions were taken upon discovery of the irregularity?

4. Particulars of implicated individuals

Full Names	Surname	Classification:
		(Learner / Marker / Moderator / SACAI Official)

Comments from Individual/s accused of committing an irregularity.

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Irregularity Committee Recommendations

Designation	Full Names and Surname	Signature	Date
Learner			
Facilitator at the centre			
SACAI Marker /Moderator			
SACAI Senior Marker/Moderator			
SACAI Chief Marker/Moderator			
Chairperson: Irregularities Committee			

3.4. IRREGULARITIES REPORT ON IRREGULARITIES OCCURRING DURING THE CAPTURING, STANDARDISATION, RELEASE OF RESULTS AND CERTIFICATION PROCESS

Report Compiled by:	
Date:	

Instructions for Completion:

- Please complete the relevant section of the report.
- All sections must be completed in full. Detailed descriptions of the irregularities and decisions made need to be included.
- All relevant stakeholders must sign the report: Learner; Invigilator; Chief Invigilator; Chairperson of the Irregularities Committee.
- Attach any evidence to support findings.

Section A: Irregularities involving learners

Name and Surname of Learner/s:	
Subject or Learning Area and Level:	
Invigilator:	
Marker:	
Moderator:	
Date:	

Type of Irregularity	Y	N	Description
Negligence.			
Indolence.			
Failure to abide by relevant legislation or policies or regulations.			
Unauthorized release of sensitive/confidential information.			
Misuse of authority for private gain or reward			
Unauthorized access to examination data or subject credits.			
Failure to accurately verify information on certificates and qualifications.			

Type of Irregularity	Y	N	Description
It is the duty of the Assessment Body Official; Systems Administrator responsible for these functions			
Provision of examination data to any institution or individual, without the approval of the Minister of Education; Director-General; Assessment Body's Head of Department or their nominated representatives, constitutes an irregularity.			

Answer the following questions:

1. Who identified the above irregularity/irregularities?

2. Did the correct role-player identify the irregularity? If not, give possible reasons.

3. What actions were taken upon discovery of the irregularity?

Comments from Individual/s accused of committing an irregularity

Official Use Only

Irregularity Committee Recommendations

Designation	Full Names and Surname	Signature	Date
Learner			

Marker			
Invigilator			
Chief Invigilator			
Chairperson: Irregularities Committee			

4. IRREGULARITY REGISTER

LEARNING AREA/ SUBJECT	MARKING DATES	TYPE OF IRREGULARITIES REPORTED	EXAM SESSION	PERSON REPORTING MARKER/FACILITATOR MODERATOR/OFFICIALS	SACAI IRREGULARITY COMMITTEE SITTING DATE	SACAI DETERMINATION ON IRREGULARITY	SACAI IRREGULARITY REPORT ON FINDING SENT TO CENTRE	CENTRE FEEDBACK ON THE REPORT

5. HANDLING IRREGULARITIES

Irregularity	Actions to be taken
In possession of unauthorised material	Marks for the learning area or subject are to be declared null and void. The learner will only be allowed to write again at the next examination session. If they are then found guilty of the same offence, they will not be allowed to register for SACAI Examinations for a minimum period of 1 year.
Failure to produce identification documents	The candidate must be allowed to write the examination but must produce the identification document within 24 hours or 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
Incorrect examination number or no examination number	SACAI must use all available means to establish the correct examination number and this number must then be verified with the centre/institution or the candidate concerned.
Copying from notes or textbooks	Marks for the learning area or subject are to be declared null and void. The learner will only be allowed to write again at the next examination session. If they are then found guilty of the same offence, they will not be allowed to register for SACAI Examinations for a minimum period of 1 year.
Copying from fellow learners	All learners involved will be dealt with the same. Marks for the learning area or subject are to be declared null and void. The learner will only be allowed to write again at the next examination session. If they are then found guilty of the same offence, they will not be allowed to register for SACAI Examinations for a minimum period of 1 year.
Obtaining help or being helped by another learner	All learners involved will be dealt with the same. Marks for the learning area or subject are to be declared null and void. The learner will only be allowed to write again at the next examination session. If they are then found guilty of the same offence, they will not be allowed to register for SACAI Examinations for a minimum period of 1 year.
Helping another learner	All learners involved will be dealt with the same. Marks for the learning area or subject are to be declared null and void. The learner will only be allowed to write again at the next examination session. If they are then found guilty of the same offence, they will not be allowed to register for SACAI Examinations for a minimum period of 1 year.
Creating a disturbance, intimidation, drunkenness, disregarding the arrangements or reasonable instructions from the invigilator	Candidate will need to be restrained by the invigilator or by the police. Criminal charges can be laid. Marks for the learning area or subject are to be declared null and void. The learner will only be allowed to write again at the next examination session. If they are then found guilty of the same offence, they will not be allowed to register for SACAI Examinations for a minimum period of 1 year.
Late arrival at the venue	No learners may be allowed into the examination venue later than 1 hour. The learner will also not be allowed any extended time to complete the examination paper. If the learner arrives more than 1 hour late, he/she will need to register for the following examination session.
Two examination answer scripts with the same examination number	If the act was unintentional, the examination numbers must be corrected, and the results of the learners concerned must be released. If the action was intentional, the results of the guilty learners must be declared null and void for that examination question paper. If they are

Irregularity	Actions to be taken
	then found guilty of the same offence, they will not be allowed to register for SACAI Examinations for a minimum period of 1 year.
Candidate assisted by the invigilator, a teacher or principal, or any other official	<p>Marks for the learning area or subject are to be declared null and void. The learner will only be allowed to write again at the next examination session. If they are then found guilty of the same offence, they will not be allowed to register for SACAI Examinations for a minimum period of 1 year.</p> <p>In the case of the invigilator, teacher, principal, or any other exam official, 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.</p> <p>If an invigilator at a private examination centre is negligent in the execution of his or her functions, such invigilator must not be appointed as an invigilator again.</p>
Examination completed by a party other than the learner him/herself	This is fraud and must be reported to the police. The results of the examination will be postponed until the court makes a ruling. If the charge is confirmed, the marks will be deemed null and void and the learner may only register for the examination session after 1 year.
Returning a different examination script other than that provided by the invigilator	Marks for the learning area or subject are to be declared null and void. The learner will only be allowed to write again at the next examination session. If they are then found guilty of the same offence, they will not be allowed to register for SACAI Examinations for a minimum period of 1 year.
Different handwriting in scripts	Marks for the learning area or subject are to be declared null and void. The learner will only be allowed to write again at the next examination session. If they are then found guilty of the same offence, they will not be allowed to register for SACAI Examinations for a minimum period of 1 year.
Two exam scripts submitted for one learner	Marks for the learning area or subject are to be declared null and void. The learner will only be allowed to write again at the next examination session. If they are then found guilty of the same offence, they will not be allowed to register for SACAI Examinations for a minimum period of 1 year.
Discovery of crib notes in the examination venue	Marks for the learning area or subject are to be declared null and void. The learner will only be allowed to write again at the next examination session. If they are then found guilty of the same offence, they will not be allowed to register for SACAI Examinations for a minimum period of 1 year.
Examination paper removed from the venue and returned at a later stage	Marks for the learning area or subject are to be declared null and void. The learner will only be allowed to write again at the next examination session. If they are then found guilty of the same offence, they will not be allowed to register for SACAI Examinations for a minimum period of 1 year.
Examination written outside the examination venue	<p>Regarded as fraud and charges must be laid with the police. Marks for the learning area or subject are to be declared null and void.</p> <p>The learner will only be allowed to write again at the next examination session. If they are then found guilty of the same offence, they will not be allowed to register for SACAI Examinations for a minimum period of 1 year.</p>
Leaked or stolen paper	All results will be declared null and void for the centre/s involved and affected. This must be regarded as a criminal case and reported to the police. The individuals found to be responsible for or complicit in the action will not be allowed to register for another session for a minimum of three years. The learners that are found to be totally innocent may register the following year.

Irregularity	Actions to be taken
Candidate(s) implicated in missing examination script(s) at the exam venue	The exam venue must provide SACAI with evidence of the exhaustive processes followed to locate the missing script. An investigation needs to be conducted and a report submitted. If the learner is implicated in the script going missing, they will be required to write at the next examination session.
Bribery	This must be regarded as a criminal case and charges laid with the police. Marks for the learning area or subject are to be declared null and void. The learner will only be allowed to write again at the next examination session. If they are then found guilty of the same offence, they will not be allowed to register for SACAI Examinations for a minimum period of 1 year.
Use of technological devices other than those stipulated in the examination paper	Marks for the learning area or subject are to be declared null and void. The learner will only be allowed to write again at the next examination session. If they are then found guilty of the same offence, they will not be allowed to register for SACAI Examinations for a minimum period of 1 year.
Dishonest examination official	Any examination official found to be guilty of an irregularity will face disciplinary action from their company/employers. Depending on the irregularity, they are found to be guilty of they may even face criminal charges. SACAI will take direct action against any official employed by them, but in the case of invigilators and centre managers, which are usually employed by our clients, recommendations for actions to be taken will be made to the relevant clients.
Copying from the SBA marking guidelines	Marks for the learning area or subject are to be declared null and void. The learner will be required to re-do the SBA task(s) for the affected learning area or subject to the extent of the irregularity. Further irregularities involving the same learner could result in a minimum ban of 1 year and a maximum ban of 3 years from writing examinations with SACAI.
Opening of scripts in the absence of candidates	Marks for the learners will be blocked until evidence is provided that the learners did not benefit from this action. The implicated centre will be flagged and monitored for three examination sessions. If the offence reoccurs, the centre would be banned from registering with SACAI for a period of one year.
Different handwriting in the SBAs	Marks for the learning area or subject are to be declared null and void. The learner will only be allowed to write again at the next examination session. If they are then found guilty of the same offence, they will not be allowed to register for SACAI Examinations for a minimum period of 1 year.
Examination answer script missing or lost by the assessment body	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 the head of the department who will apply to Umalusi on behalf of the candidate. Based on the report, Umalusi will officially declare the examination answer scripts missing and request the assessment body to determine a calculated mark in accordance with Umalusi guidelines. The final calculated marks must be submitted to Umalusi for approval.
Submission of work that is not the learner's own work	Marks for the learning area or subject are to be declared null and void. The learner will only be allowed to write again at the next examination session. If they are then found guilty of the same offence, they will not be allowed to register for SACAI Examinations for a minimum period of 1 year.

Irregularity	Actions to be taken
<p>Resulting in a learner who is irregular in an eighth and ninth subject</p>	<p>Where a learner 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.</p> <p>Where a learner 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.</p>