

INDEPENDENT SCHOOLS AND TUTOR CENTRES

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

General:

1. All institutions must ensure that genuine exam writing conditions are adhered to at all times 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 in 2 working days.
9. Tutor/ learning centres:
 - a. Distance education providers (DEPs) that provide their curriculum and assessments via tutor/ learning centres, must ensure that such centres are objectively able to ensure non-negotiable examination writing conditions.
 - b. All assessment transgressions at such centres must be adjudicated according to the irregularities and sanctions as stated.

(a) Administrative Errors and Omissions (Technical Irregularities)

	Irregularity	Action to be taken	Applicable sanctions	Immediate communication with SACAI required
1.	Late/failure of delivery of assessment, due to negligence	<ul style="list-style-type: none"> The candidates must be given the required time to complete the assessment, or an alternative date must be arranged. 	<ul style="list-style-type: none"> None 	✓
2.	Incorrect assessment	<ul style="list-style-type: none"> Candidates must be provided with the correct assessment in due time, or an alternative date must be arranged, provided it will be conducted prior to the SACAI return date. 	<ul style="list-style-type: none"> None 	
3.	An assessment answer script that is wilfully torn or damaged.	<ul style="list-style-type: none"> The invigilator must report the matter to the IAIC for consideration. If the candidate agrees to cooperate, the invigilator must allow the candidate to continue with the written assessment. 	<ul style="list-style-type: none"> If the candidate does not agree to cooperate, the results shall be declared null and void. 	
4.	Late arrival at the assessment centre	<ul style="list-style-type: none"> A candidate who arrives within the first 30 min of the commencement of the assessment must be allowed into the assessment room but will not be allowed any additional writing time. A candidate who arrives after the first 30 min of the commencement of the assessment, without valid reasons, must not be allowed into the assessment room. 	<ul style="list-style-type: none"> None 	
5.	Assessment answer script missing or lost.	<ul style="list-style-type: none"> All possible steps to locate the assessment answer script must be exhausted and an investigation conducted. A report in this regard must be submitted to the Subject Department and the Institutional Assessment Integrity Committee who will determine the way forward. If an answer script is missing or lost by the institution for any reason, the matter must be reported to SACAI to request a concession on the 	<ul style="list-style-type: none"> None 	✓

		specific assessment and request SACAI to determine a calculated mark in accordance with Umalusi guidelines		
5.	Writing on an incorrect level or wrong subject	<ul style="list-style-type: none"> If the action was unintentional or the result of misinterpretation, the candidate's mark must be converted. 	<ul style="list-style-type: none"> If the action was intentional or deliberate, the results of the candidate must be declared null and void. 	

(b) Behavioural Offences or Wilful Disobedience regarding regulations or instructions issued

	Irregularity	Action to be taken	Applicable sanctions	Immediate communication with SACAI required
1.	<ul style="list-style-type: none"> ✓ Creating a disturbance or intimidating others or behaving in an improper or unseemly manner, despite warning. ✓ Disorderly conduct. ✓ Disregard for the arrangements or reasonable instructions of the invigilator, despite warning ✓ Disregard for assessment regulations, despite a warning. 	<ul style="list-style-type: none"> ✓ The candidate must be warned and, if he or she persists with the behaviour or action, then the candidate must be removed from the assessment centre. ✓ The candidate then forfeits the opportunity to write or to continue writing that specific assessment. ✓ On the answer script, make a note of the date and exact time of the irregularity. ✓ If the candidate agrees to cooperate, he or she may be allowed to continue with the written assessment, provided that no additional time will be added. 	<ul style="list-style-type: none"> ✓ Where the candidate has commenced with the assessment, the marks attained will be declared null and void. 	

(c) Acts of Dishonesty

	Irregularity	Action to be taken	Applicable sanctions	Immediate communication with SACAI required
1.	✓ An assessment written/completed by anyone other than the candidate.	✓ The candidate must not be allowed to write the assessment.	✓ Results declared null and void.	✓
2.	✓ Bribery or attempted bribery.	✓ This must be regarded as a criminal case and must be referred to the SAPS. The Head of assessments or his/her nominee must report to the SAPS within 24 hours.	✓ Results declared null and void	✓
3.	✓ Access to leaked assessment.	<ul style="list-style-type: none"> ✓ Institute a full investigation, to ascertain the source of the leakage. ✓ 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. 	✓ Results declared null and void.	✓
	<ul style="list-style-type: none"> ✓ Possession of unauthorised assessment material or electronic device. ✓ The use or possession of a cell phone, programmable calculator or any other electronic device that may be of assistance to the candidate while writing the exam, except where the assessment instructions specify otherwise. ✓ Possession of notes or any other unauthorised material that could, in any way, assist in answering of questions related to the subject matter. ✓ Copying from notes or textbook or any other unauthorised material. ✓ Copying from fellow candidates. ✓ Attempting to obtain assistance from or being assisted by another candidate or any individual. 	<ul style="list-style-type: none"> ✓ Confiscate the candidate's assessment answer script and any unauthorised or incriminating material, such as notes, or any other object used directly or indirectly, or found in the possession of the candidate, which may have been used to commit the irregularity. ✓ Write the word, "IRREGULARITY", the kind of irregularity, the date, time on the front outside cover page as well as where the candidate was stopped to write, in the inside of the answer book, at the time of the incident. ✓ Allow the candidate to continue with the written assessment. ✓ Do not allow any additional time to compensate for time lost while detecting and processing the irregularity. 	✓ Results declared null and void.	✓

	<ul style="list-style-type: none"> ✓ Assisting or attempting to assist another candidate. ✓ Receiving assistance from any other source. ✓ Any other type of conduct or possession, which could render improper assistance or an unfair advantage to the candidate and thereby prejudicing other candidates. ✓ Any other action that is in contravention of the relevant policy. ✓ The non-disclosure of or refusal to hand over a cell phone or any other material. 	<ul style="list-style-type: none"> ✓ At the end of the assessment after collecting the scripts, attach the unauthorised or incriminating material to the irregularity script. ✓ The script and any incriminating material must be sent for marking in the normal way. ✓ A full report regarding the irregularity must be submitted. ✓ Formally inform the parents. 		
4.	<ul style="list-style-type: none"> ✓ The answer script handed in is different to the one issued by the invigilator. ✓ Two answer scripts are submitted for one candidate. 	<ul style="list-style-type: none"> ✓ An investigation must be conducted to verify the authenticity or source of the different script. ✓ 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. 	<ul style="list-style-type: none"> ✓ If this is not the fault of the candidates, the answer script must be marked, and the candidate resulted. ✓ If the act constitutes dishonesty, then ✓ Results declared null and void. 	✓
5.	<ul style="list-style-type: none"> ✓ Different sets of handwriting are identified in an answer script. 	<ul style="list-style-type: none"> ✓ An investigation must be conducted on the anomaly. ✓ 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. 	<ul style="list-style-type: none"> ✓ If the act was unintentional, the results must be released. ✓ If the act was intentional, results declared null and void. 	✓
6.	<ul style="list-style-type: none"> ✓ Crib notes discovered at the marking venue. ✓ There are no crib notes, but there is clear evidence of copying. ✓ Evidence of possible assistance by an invigilator. ✓ Indications that the candidate has been allowed to write the assessment as an "open 	<ul style="list-style-type: none"> ✓ An Irregularity report must be completed and submitted to the IAIC. ✓ Mark the script as usual. ✓ The word "IRREGULARITY" must be written in red ink on the front cover of the script along the margin. 	<ul style="list-style-type: none"> ✓ Results declared null and void. 	✓

	<p>book”, although this was not included in the instruction to the invigilator.</p> <p>✓ Answers that are identical or too similar to the marking guideline.</p>	<ul style="list-style-type: none"> ✓ The marks of the suspected candidate must be entered onto the mark sheet with an indicator stating “Irregular” ✓ Investigation must ensue. ✓ An investigation must be conducted. ✓ 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.	<p>✓ An answer script, or any part thereof, being removed from the assessment room and submitted later.</p>	<ul style="list-style-type: none"> ✓ The script must be marked as irregular and submitted for marking in a normal way. ✓ An investigation must ensue. ✓ 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. 	<ul style="list-style-type: none"> ✓ If the investigation reveals that the negligence on the part of the candidate, then ✓ Results declared null and void. 	✓
8.	<p>✓ An assessment conducted outside the assessment venue, without prior authorisation.</p>	<ul style="list-style-type: none"> ✓ Scripts must be marked IRREGULAR. ✓ An investigation must ensue. ✓ 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. 	<ul style="list-style-type: none"> ✓ If there was an ulterior motive, the results will be declared null and void. 	✓

Irregularities involving candidates during SBA/PAT/LOA

Irregularity	Action to be taken	Applicable sanctions	Immediate communication
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				with SACAI required
1.	<ul style="list-style-type: none"> ✓ Failure to abide by any or all the minimum requirements in respect of the compilation of a mark for internal assessment in a subject with valid reason. 	<ul style="list-style-type: none"> ✓ The candidate must be allowed the opportunity to redo the task within a maximum of three months. ✓ When that is impractical, the mark for that particular component of the internal assessment mark should not be taken into consideration. 	<ul style="list-style-type: none"> ✓ None 	
2.	<ul style="list-style-type: none"> ✓ Refusing to abide by any or all the minimum requirements in respect of the compilation of a mark for internal assessment in a subject with no valid reason. 	<ul style="list-style-type: none"> ✓ A zero mark is recorded and used in the compilation of the mark for the particular component, or for internal assessment as a whole. 	<ul style="list-style-type: none"> ✓ The candidate must receive an “incomplete” result for that particular subject. 	<ul style="list-style-type: none"> ✓
3.	<ul style="list-style-type: none"> ✓ Presenting work that is not the candidate’s original work – <i>copying verbatim from another source; an assignment completed by another candidate, parent or purchased; reproduction of an assignment or project from another candidate; work that has been previously presented and for which credits were received; the whole or part of a portfolio that is not the candidate’s own, but that of another candidate from the same school/institution or another school/institution;</i> ✓ A candidate who resorts to any dishonest act to mislead the teacher in terms of the authenticity/originality of the portfolio presented. ✓ Making a false statement in respect of the authenticity of a particular component of the mark for SBA/PAT/LOA 	<ul style="list-style-type: none"> ✓ The mark for that particular component of the internal assessment mark should not be considered. ✓ The candidate must be subjected to the school’s/institution’s disciplinary process. ✓ Formally inform the parents. 	<ul style="list-style-type: none"> ✓ Then the result of the candidate is considered to be incomplete, i.e. no valid mark. 	<ul style="list-style-type: none"> ✓
4.	<ul style="list-style-type: none"> ✓ A candidate who, in respect of a component of a mark for SBA/PAT/LOA that is completed under controlled conditions – <i>creates a disturbance or intimidates others, or behaves in an improper or unseemly manner despite a warning; is drunk or behaves in a disorderly manner; disregards the arrangements or reasonable instructions of the teacher despite a</i> 	<ul style="list-style-type: none"> ✓ The candidate must be subjected to the school’s/institution’s disciplinary process. ✓ Allocate a “0” mark. ✓ Formally inform the parents 	<ul style="list-style-type: none"> ✓ Determined by the disciplinary code and procedures of the school/institution. ✓ If it is determined that the candidate had an unfair advantage then 	

	<i>warning; continues to disregard assessment regulations despite warning.</i>		the candidate must get "0" for that component	
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Irregularities involving teachers and other assessment officials during SBA/PAT/LOA

(Must be dealt with in terms of the applicable disciplinary measures and procedure prescribed by law, after the IAIC has investigated and established a prima facie case.)

	Irregularity	Action to be taken	Applicable sanctions	Immediate communication with SACAI required
1.	<ul style="list-style-type: none"> ✓ Wilfully and intentionally, without a valid reason, fail to satisfy the requirements or exclude one or more assessment tasks from the compilation of the final assessment marks. ✓ Alters, in other words, either decreases or increases the marks of candidates without approval of the internal moderator or head of the institution. ✓ Wilfully provides assistance to a candidate that advantages a candidate unfairly in comparison with other candidates. ✓ Collaborates with a candidate who presents the whole or part of the portfolio that is not the candidate's work. ✓ Misrepresent or fraudulently compiles SBA marks to candidates without any authentic source how the marks were generated. 	<ul style="list-style-type: none"> ✓ Immediately suspend the services of a suspected defaulting official regarding marking, monitoring or moderation pending investigation by the IAIC and SMT of the school/institution. ✓ Such actions by a teacher require a disciplinary investigation and a sanction of dismissal may be considered. ✓ If the teacher is registered with SACE, the incident must be formally reported to SACE. 	<ul style="list-style-type: none"> ✓ The mark for that particular component of the internal assessment mark should not be considered. ✓ Results considered to be incomplete. 	✓

Assessment Irregularities involving assessment officials

	Irregularity	Action to be taken	Applicable sanctions	Immediate communication with SACAI required

1.	<ul style="list-style-type: none"> ✓ Failure as assessment official to declare that your child and or your close relative is sitting for assessment in that particular year ✓ Contravening the legislation in terms of the conducting assessment, to give candidates an unfair for the advantage/disadvantage in the assessment. ✓ Any action that indicates intent to misplace or destroy the assessment answer scripts of a candidate or candidates. ✓ Awarding of marks to candidates that cannot be justified by the evidence on the assessment answer script or the marking guidelines. ✓ Manipulation of the marks, to unfairly advantage or disadvantage a candidate or candidates. ✓ Any other act that is in contravention of the regulations. ✓ Any attempt of assisting a candidate that may result in an unfair advantage. 	<ul style="list-style-type: none"> ✓ Immediately suspend the services of a suspected defaulting official regarding marking, monitoring or moderation pending investigation by the IAIC and SMT of the school/institution. ✓ Such actions by an official require a disciplinary investigation and a sanction of dismissal may be considered 	<ul style="list-style-type: none"> ✓ Will be determined by the outcome of the disciplinary process. 	<ul style="list-style-type: none"> ✓
2.	<ul style="list-style-type: none"> ✓ Access to leaked assessment. 	<ul style="list-style-type: none"> ✓ Institute a full investigation, to ascertain the source of the leakage. ✓ The mark for that particular component of the internal assessment mark should not be considered. ✓ The candidate(s) who benefitted, must be subjected to the school's/institution's disciplinary process. ✓ Formally inform the parents. 		

Systemic Irregularities

	Irregularity	Action to be taken	Applicable sanctions	Immediate communication with SACAI required

1.	<ul style="list-style-type: none"> ✓ Negligence ✓ Indolence ✓ Failure to verify and ensure the accuracy of the assessment data that is provided. ✓ Failure to abide by relevant legislation or policies or regulations. ✓ Unauthorised release of sensitive/confidential information. ✓ Misuse of authority for private gain or reward. ✓ Unauthorised access to assessment data or subject credits. ✓ The provision of assessment data to any institution or individual, without approval. 	<ul style="list-style-type: none"> ✓ Suspend an assessment official from undertaking any assessment-related activities. ✓ Investigate and establish a prima facie case. ✓ Deal with the matter in terms of the applicable disciplinary measures and procedures prescribed by law and the school/institution's procedures. ✓ Such actions by an official require a disciplinary investigation and a sanction of dismissal may be considered 	<ul style="list-style-type: none"> ✓ Will be determined by the outcome of the disciplinary process. 	<ul style="list-style-type: none"> ✓
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