مدرستنا الثانوية الإنجليزية ، الشارقة - بنات
Our Own English High School, Sharjah-Girls

GEMS EDUCATION

POLICY ON UNFAIR MEANS-EXAMINATIONS/ASSESSMENTS

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Compiled by : SLT & SMT

Approved by: Ms. Asma Gilani, Principal & CEO

If a pupil is suspected of using unfair means in written tests / examination, the following Procedure is to be followed:

1. Pupils caught with written evidence on them;

a) The answer script and all evidence are confiscated.

b) Pupil is given a fresh answer script and advised to start answering questions which he/she has not yet answered and come back to the questions he/she has already finished later if time permits.

c) The Invigilator will write the following and attach it to the answer script:

i. Name of the invigilator
ii. Subject
iii. Date
iv. Time the paper was confiscated
v. Brief explanation in a few lines to what exactly the pupil was doing(to be done after the invigilation duty is completed)
vi. Signature of the teacher.

d) The original answer script along with above details will be stapled together with the evidences. On the fresh answer script, the following will be written :

i. Pupil found using unfair means:
ii. Fresh answer script given at …….a.m.

The pupil will be allowed to complete the exam and no extra time will be given. His or her paper will be collected separately and attached with the confiscated answer script. The same will be handed over personally to the Supervisor. The Supervisor will discuss the matter with the Vice Principal /Head of Section , and the Supervisor and Section Head will put in appropriate comments under the Invigilator's remarks.

If it is finally validated that unfair means has been used the confiscated answer script will be marked as 'Zero' and the marks obtained will only be those which the pupil has obtained on the second answer script .All matters such as these must be brought to the notice of the Principal, who will take the final decision. The pupil must be sent for by either the Section Head or Vice Principal and given a chance to explain.

Using the evidence the discipline committee may decide from a range of the options available to them:

i. Take no further actions
ii. Let the student go with a written warning and an undertaking from the student.
iii. Give zero for the work copied.
iv. Give zero for the whole paper

Record the matter electronically in Behaviour management in Phoenix

In all cases parents of the pupil should be called and informed regarding this academic misconduct and the action taken.

2. Pupil suspected of taking or peeping in to others work or allowing others to look in their answer script

a) They will be warned verbally first.
b) If this is repeated their place will be changed and the incidence reported to the Supervisor concerned in writing by the invigilator.
c) The Supervisor will speak to the concerned student and after affirming the case record the incident electronically in Behaviour management system in school VLE.
d) Any subsequent repetition of similar incidents will involve the HOS along with the parent.

[IN ALL SUCH CASES THE INVIGILATOR MUST AVOID WRITING ANYTHING ON THE ANSWER SCRIPT SUCH AS –CHEATING / MINUS X MARKS etc.]

3. Pupil suspected of cheating on the basis of correction of their answer scripts and proximity of seating but not caught by the invigilator

- In an eventuality of the examiner of the paper suspecting foul play while correcting the papers- she shall bring it to the notice of the Supervisor of the section.
- The supervisor must discuss the matter with the Vice Principal/Head of Section and an inquiry must be done of the matter involving the concerned pupils.
- If proven guilty on investigation or on acceptance, the pupils shall be marked 'zero' for questions copied.
- Parents of the pupils must be informed in writing by Supervisor and a copy of the same must be placed in the pupil's file.

General:

- The pupil guilty of using unfair means will be made to stay back in school and will be sent home with their parents only.
- All such instances must be brought to the attention of the supervisor concerned who in turn will inform the Vice Principal/Head of Section and the Principal as soon as possible.
- Record the matter electronically in Guard and Behaviour management in school VLE.