



Misconduct during a National Qualifications Framework (NQF) assessment

Definition: *Misconduct during an assessment* is a **breach** of the school's assessment rules as set out in the internal assessment and authenticity policies. Portfolio and other extended assessment tasks, as well as those occurring in a single day, are all subject to these rules. Assessment misconduct will be investigated, and any infringement of the rules may result in a penalty.

There are three aspects to managing misconduct during an assessment:

- a. **Short term assessment** (occurring in a class period or a school examination) has specific supervision requirements outlined below. It is administered in accordance with the school's internal assessment and authenticity policies.
- b. **Long term assessment** (extended beyond one day) is supervised by the class teacher using milestones, regular conferencing and regular viewing of progress. It is managed in accordance with the school's internal assessment and authenticity policies.
- c. **Assessment misconduct** is investigated in the same way for both long- and short-term assessment.

Short term assessment supervision (such as that in a class period or an examination)

- Before the summative assessment¹ task or booklets are distributed, the students are instructed by the supervisor that they should clear their desks, and place only the equipment required for the assessment (writing materials, calculator, ruler etc) on the desks.
- In cases where booklets have been placed on desks before students enter the room (as in the case of an examination) the students are permitted to take into the room only the equipment required for the assessment.
- The supervisor patrols the room periodically and shows vigilance during the assessment period.
- If a supervisor suspects or observes a student is engaged in misconduct (whether this be by such means as cell phone use, forbidden additional notes, copying from or communicating with another student) they should notify the Assistant Principal-

¹Either an internal assessment for qualifications on the NQF or a school practice external assessment (part of L1-3 school examinations and used as evidence for external derived grade applications)

Curriculum or a senior manager immediately following the assessment.

- As a priority, any notes are removed from the student, any cell phone confiscated, and the student is warned that her behaviour has been observed and will be investigated.
- The student's work is initialled by the supervisor to identify the point reached in the task. They are permitted to remain in the assessment room to complete the assessment and are spoken to at the end of the assessment or when they leave, whichever occurs first, in order to prevent disruption of the assessment.

Investigation of assessment misconduct (including that occurring in extended assessment periods)

- The supervisor of the assessment completes a report for the Assistant Principal-Curriculum, which outlines the offence and the immediate actions taken. Evidence of the misconduct will be produced or reported (for example in the case of a student writing notes on their body or using a cell phone). In the case of an authenticity issue, there may be two identical or near identical pieces of work which indicate plagiarism.
- At the earliest opportunity after the incident report being received the Assistant Principal-Curriculum and the relevant curriculum co-ordinator interview the student (who is entitled to have a supporter present) and receive the student's account.
- If the assessment misconduct is clearly established, the student receives Not Achieved for the assessment.
- The student and their parents are informed by the Assistant Principal-Curriculum of the decision taken. The student is entitled to appeal the decision.
- A report of the misconduct, written by the Assistant Principal-Curriculum, is placed on the student's file for one year.
- If the misconduct is not clearly established, a report of the investigation is filed by the Assistant Principal-Curriculum. The report remains confidential, in case of later queries.

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Reviewed by: Assistant Principal-Curriculum