

School Assessment Irregularities

INTRODUCTION

To be read in conjunction with Circular 0016/2017

COMPOSITION OF THE SAIC

The School Assessment Irregularities Committee consists of

Principal - chairperson

Deputy principal

Departmental Heads

Senior teachers

Head of Learning Support

APPOINTMENT OF MEMBERS OF THE SAIC

All members of the SAIC will be appointed by the school principal, and a list of names and their designation must be submitted to the Assessment Head.

The duration of the term of office of the SAIC will be three years.

THE JURISDICTION OF THE SAIC

The SAIC will have jurisdiction in any alleged internal assessment irregularities.

These irregularities may occur during the various stages of the internal assessment process and they include irregularities in connection with the following

- Compilation of internal assessment marks
- Monitoring and moderation of internal assessment
- Conditions under which teachers conduct internal assessment
- Conditions under which pupils are internally assessed
- Capturing and processing of data derived from internal assessment
- Setting and moderation of internal assessment question papers and tasks
- Any other irregularity related to internal assessment.

THE FUNCTIONS OF THE SAIC

The SAIC must

- work closely with the examination officials based at the district office
- investigate all irregularities by teachers in the internal assessment process
- investigate all internal assessment irregularities by any other person involved in the internal assessment process
- investigate all irregularities committed by pupils during the internal assessment process
- investigate any other internal assessment irregularity as and when requested by the district director and
- report all internal assessment irregularities, via the district offices, to the district assessment irregularities committee (DAIC) if necessary.

INTERNAL ASSESSMENT IRREGULARITIES THAT MAY BE HANDLED BY THE SAIC

1. Irregularities involving pupils during internal assessment may include the following:

- A candidate who refuses to abide by any or all of the minimum requirements for the compilation of a mark for internal assessment in a subject. The SAIC must

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either approve or reject the reason for the refusal given by the candidate. A "valid reason", in this context, constitutes the following:

- Medical reasons as supported by a valid medical certificate issued by a registered medical practitioner
- Humanitarian reasons, eg the death of an immediate family member, if supported by valid written evidence
- The pupil appearing in a court hearing; supported by written evidence; or
- Any other reason as may be declared valid by the SAIC.
- A candidate who presents work that is not his/her own work. This may take various forms and may include the following:
 - Copying verbatim from another source
 - An assignment/project that is not his/her own effort.
 - Reproduction of an assignment or project from another pupil with evidence.
 - Work that has been previously presented and for which credits were received, which could either be his/her own effort or that of another individual.
 - The whole/part of a portfolio that is not his/her own, but that of another pupil from the same school or another school.
 - Any dishonest act aimed at misleading the teacher in terms of the authenticity or originality of the portfolio presented.

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

- Creates a disturbance, 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 warning.
- Continues to disregard assessment regulations, despite a warning.
- With the writing of an internal examination, engages in dishonest acts before the commencement of the examination, while the examination is being written, or as the answer scripts are handed in or marked.
- A candidate making a false statement in respect of the authenticity of a particular component of a mark for internal assessment. The fabrication of evidence constitutes fraud and will be dealt with as such.

2 Irregularities involving teachers and other assessment officials during internal assessment may occur during the following stages at the school:

- The compilation of the mark for internal assessment
- The monitoring or moderation of the mark achieved in an internal assessment
- The capturing and processing of assessment data
- Investigations in respect of suspected internal assessment irregularities.

The assessment irregularities may include the following:

- The teacher wilfully, intentionally, and without reason, fails to satisfy the requirements or excludes assessment tasks from the compilation of the final assessment marks.
- The teacher decreases or increases pupils' marks, without the approval of the principal.

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- The teacher provides assistance to a pupil, without the involvement of learning support, so that the pupil is unfairly advantaged in comparison with other pupils.
- The teacher collaborates with a pupil who presents the whole or part of a portfolio that is not her/his own work. Suspected internal irregularities involving teachers constitutes an act of misconduct and will be dealt with in accordance with the Employment of Educators Act. Suspected internal irregularities involving assessment officials employed in terms of the Public Service Act constitutes an act of misconduct and will be dealt with in accordance with the relevant Public Service Regulation.

REPORTING

The SAIC must report all internal assessment irregularities in writing, to the principal, within seven days of the alleged irregularity. In cases where an irregularity requires an investigation, the initial reporting must be followed by a detailed report, once the investigation has been concluded.

SANCTIONS

The SAIC will recommend, via the principal, the sanctions to be imposed for each alleged irregularity investigated.

August 2017

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