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THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

Policy concerning student malpractice during Internal Assessment

Common Assessment, Mocks and End-of-year Exams, Non-exam components and Formatives

The English School

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Definitions and Examples of Student Malpractice

- Breach of instructions or advice of the teacher/invigilator.
- Unauthorised use of electronic devices or technology.
- Collusion: working with other students beyond what is permitted.
- Copying from another candidate.
- Allowing work to be copied during or prior to the examination, e.g. posting on social media.
- Deliberate destruction of another student's work.
- Disruptive behaviour during the assessment or examination (including offensive language).
- Failing to report to the school having seen or knowing of unauthorised access to assessment related information or sharing unauthorised assessment related information through electronic devices.
- Exchanging, obtaining, receiving and passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication.
- Making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio.
- Allowing others to assist in the production of controlled assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or nonexamination assessment.
- The misuse, or attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials).
- Being in the possession of unauthorised confidential information about an examination or assessment.
- Bringing into the examination room notes.
- The inclusion of inappropriate, offensive, obscene, homophobic transphobic, racist or sexist material in scripts, controlled assessments, coursework, non-examination assessments or portfolios.
- Impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or assessment.
- Plagiarism: unacknowledged copying from, or reproduction of, published sources or incomplete referencing.
- Theft of another candidate's work.
- Bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), watches, instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPads/Pods, mobile phones, or similar electronic devices.
- The unauthorised use of a memory stick or similar device where a candidate uses a word processor.
- Facilitating malpractice on the part of other students.
- Behaving in a manner so as to undermine the integrity of the examination or assessment.

Indicative Sanctions for Student Malpractice

The school, at their discretion, can impose the following sanctions. Sanctions may be aggregated depending on the severity of the malpractice case.

- **Sanction 1:** Written warning to the student and parents.
- **Sanction 2:** A zero (0) grade, on the assessment where malpractice occurred. The zero (0) grade will be calculated as part of the final outcome. No re-sits are permitted.
- **Sanction 3:** Disciplinary proceedings.