

### Examples of possible assessment irregularities and sanctions

1. The tables below serve to identify possible assessment irregularities and the relevant sanctions to be applied.
2. Sanctions must be applied consistently across all School Assessment Irregularities Committee (SAIC) structures to prevent and reduce assessment irregularities at school level.
3. **Table of possible irregularities and sanctions involving learners**

No.	Irregularity	Possible sanction
3.1	Learner refuses to abide by any or all of the minimum requirements for the compilation of a mark for internal assessment in a subject.	Learner receives an <b>incomplete result</b> in the subject.
3.2	Late arrival for assessment task or examination	<ul style="list-style-type: none"> <li>• The learner <b>must be allowed</b> to write the assessment task or examination.</li> <li>• <b>No additional time</b> may be granted to the learner.</li> <li>• Additional time shall be granted solely under exceptional circumstances and only upon the provision of a substantiated and valid justification for the late arrival.</li> </ul>
3.3	Learner presents work that is not his/her own.	The learner must be given a <b>zero mark</b> for the assessment task or examination.
	This may take various forms, such as: (a) copying verbatim from another source; (b) submitting an assignment or project that is not his/her own work (work completed by another learner, person, his/her parents or even purchased); (c) reproducing an assignment or project from another learner with evidence of such copying; (d) presenting work that has been previously presented and for which	

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	<p>marks were received, which could either be his/her own or that of another person;</p> <p>(e) presenting work (as a whole or in part) that is not his/her own, but that of another learner from the same school or another school; or</p> <p>(f) any dishonest act intended to mislead the educator regarding the authenticity or originality of a learner's submitted work (e.g. the use of ChatGPT or other artificial intelligence tools).</p>	
3.4	<p>A learner who, in respect of a component of an internal assessment mark completed under controlled conditions, does any of the following:</p>	<ul style="list-style-type: none"> <li>• The learner <b>forfeits</b> the opportunity to complete that specific assessment task or examination.</li> <li>• The learner <b>retains marks</b> awarded for other components in the subject.</li> </ul>
	<p>(a) creates a disturbance, intimidates others, or behaves in an improper or unseemly manner despite a warning;</p> <p>(b) appears to be intoxicated or under the influence of substances;</p> <p>(c) disregards the arrangements or reasonable instructions of an educator despite a warning; or</p> <p>(d) continues to disregard assessment regulations despite a warning.</p>	
3.5	<p>A learner found to have unlawfully obtained, removed or misappropriated any formal assessment task or examination question paper.</p>	<ul style="list-style-type: none"> <li>• The learner must be given a <b>zero mark</b> for the assessment task or examination.</li> <li>• The SAIC may determine any other appropriate disciplinary action.</li> </ul>
3.6	<p>A learner found in possession of unauthorised material during an assessment task or examination.</p>	<ul style="list-style-type: none"> <li>• If the extent of the assistance obtained from the unauthorised material is <b>substantial</b>, the learner must be given a <b>zero mark</b> for the assessment task or examination.</li> <li>• If the unauthorised material is <b>related</b> to the subject being written, the questions relevant to the unauthorised material must be <b>excluded</b> from the learner's answer script and the rest of the answer script must be marked.</li> <li>• If the unauthorised material is <b>not related</b> to the subject being written, the learner may be issued a <b>written warning</b>.</li> </ul>

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3.7	A learner found in possession of an unauthorised electronic device during an assessment task or examination.	<ul style="list-style-type: none"> <li>• If the unauthorised material was <b>not used</b> during the assessment task or examination, the learner must be issued with a <b>written warning</b>.</li> <li>• If the unauthorised device <b>was used</b> during the assessment task or examination and the assistance obtained was <b>substantial</b>, the learner must be given a <b>zero mark</b> for the assessment task or examination.</li> <li>• The learner may be issued with a written warning or the SAIC may determine any other appropriate disciplinary action.</li> </ul>
3.8	A learner caught copying or obtaining assistance from a fellow learner. A learner caught assisting another learner during an assessment task or examination.	<ul style="list-style-type: none"> <li>• The learner must be given a <b>zero mark</b> for the assessment task or examination.</li> <li>• If there is evidence of collusion, the learner offering the assistance must also be given a <b>zero mark</b> for the assessment task or examination.</li> </ul>
3.9	An examination answer script removed from an examination room and submitted at a later stage.	<ul style="list-style-type: none"> <li>• The examination answer script must be marked as normal, pending the outcome of an investigation.</li> <li>• Should the learner be found <b>guilty</b>, a <b>zero mark</b> must be given for the examination concerned.</li> </ul>
3.10	Assessment task or examination answer script missing or lost by the assessment body.	<ul style="list-style-type: none"> <li>• After all possible steps to locate the assessment task or examination answer script have been exhausted and an investigation has been conducted, a report must be submitted to the District Assessment Irregularities Committee (DAIC).</li> <li>• Based on the report: <ul style="list-style-type: none"> <li>– the DAIC must officially declare the assessment task or examination answer script as missing;</li> <li>– the SAIC must determine a <b>calculated mark</b> in accordance with the guidelines; and</li> <li>– the final calculated mark must be submitted to the DAIC for approval.</li> </ul> </li> </ul>

4. **Table of possible irregularities and sanctions involving educators/support staff**

No.	Irregularity	Possible sanction
4.1	Assessment task or examination answer script missing or lost by an educator/support staff member/school.	<ul style="list-style-type: none"> <li>• After all possible steps to locate the assessment task or examination answer script have been exhausted and an investigation has been conducted, a report must be submitted to the SAIC.</li> <li>• Based on the SAIC's findings, the DAIC must officially declare the assessment task or examination answer script as missing.</li> <li>• The loss of an assessment task or examination answer script due to the negligence of an educator/support staff member must be deemed a serious act of misconduct.</li> <li>• The matter shall be addressed in accordance with the Employment of Educators Act, 1998, or, in the case of administrative and support personnel, under the provisions of the Public Service Act. Instances of less serious misconduct must be managed through the application of progressive disciplinary measures, whereas cases of a serious nature shall be referred directly to the Directorate: Employee Relations for appropriate action.</li> </ul>
4.2	An educator/support staff member who, without a valid reason, wilfully and intentionally fails to comply with assessment requirements or excludes one or more assessment task(s) from the compilation of a final assessment mark.	<ul style="list-style-type: none"> <li>• <b>Marks</b> must be <b>re-calculated</b> by the SAIC and verified by the DAIC.</li> <li>• The matter shall be addressed in accordance with the Employment of Educators Act, 1998, or, in the case of administrative and support personnel, under the provisions of the Public Service Act. Instances of less serious misconduct must be managed through the application of progressive disciplinary measures, whereas cases of a serious nature shall be referred directly to the Directorate: Employee Relations for appropriate action.</li> </ul>
4.3	An educator/support staff member who alters (either reducing or	<ul style="list-style-type: none"> <li>• <b>Marks</b> must be <b>re-calculated</b> by the SAIC and verified by the DAIC.</li> </ul>

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	increasing) a learner's marks without the approval of the principal.	<ul style="list-style-type: none"> <li>The matter shall be addressed in accordance with the Employment of Educators Act, 1998, or, in the case of administrative and support personnel, under the provisions of the Public Service Act. Instances of less serious misconduct must be managed through the application of progressive disciplinary measures, whereas cases of a serious nature shall be referred directly to the Directorate: Employee Relations for appropriate action.</li> </ul>
4.4	An educator/support staff member who wilfully assists a learner, thereby giving such a learner an unfair advantage over other learners.	<ul style="list-style-type: none"> <li>The assessment task must be <b>redone</b>.</li> <li>The matter shall be addressed in accordance with the Employment of Educators Act, 1998, or, in the case of administrative and support personnel, under the provisions of the Public Service Act. Instances of less serious misconduct must be managed through the application of progressive disciplinary measures, whereas cases of a serious nature shall be referred directly to the Directorate: Employee Relations for appropriate action.</li> </ul>
4.5	An educator/support staff member who collaborates with a learner to present work (as a whole or in part) that is not the learner's own work.	<ul style="list-style-type: none"> <li>The assessment task must be <b>redone</b>.</li> <li>The matter shall be addressed in accordance with the Employment of Educators Act, 1998, or, in the case of administrative and support personnel, under the provisions of the Public Service Act. Instances of less serious misconduct must be managed through the application of progressive disciplinary measures, whereas cases of a serious nature shall be referred directly to the Directorate: Employee Relations for appropriate action.</li> </ul>
4.6	An educator/support staff member who awards marks to a learner without conducting an assessment task or examination.	<ul style="list-style-type: none"> <li>The assessment task must be <b>redone</b> or the learner must be given a <b>zero mark</b>.</li> <li>The matter shall be addressed in accordance with the Employment of Educators Act, 1998, or, in the case of administrative and support</li> </ul>

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		<p>personnel, under the provisions of the Public Service Act. Instances of less serious misconduct must be managed through the application of progressive disciplinary measures, whereas cases of a serious nature shall be referred directly to the Directorate: Employee Relations for appropriate action.</p>

5. The SAIC must impose the prescribed minimum sanctions in accordance with this annexure; however, it may depart from this requirement where substantial and compelling circumstances exist.
  
6. There may be instances where the SAIC determines that, given the specific circumstances of the case, the imposition of a sanction would be unduly harsh or unjust.