



SUNLANDS PRIMARY SCHOOL

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ASSESSMENT IRREGULARITIES POLICY **(Addendum to the Assessment Policy)**

1. Introduction

In terms of the Regulations pertaining to the Conduct, Administration and Management of Assessment for the National Senior Certificate as published in Government Gazette 31337, amended on 16 May 2014, each school must establish a School Assessment Irregularities Committee (SAIC) whose composition and functions are determined by the provisions of these guidelines from the Western Cape Education Department (WCED). The purpose of these guidelines is to assist schools to develop their own policies for the establishment of a SAIC.

2. Composition of the SAIC

2.1 The SAIC will consist of the following persons:

- (a) The principal should be the chairperson of the SAIC when Grades 1–11 assessment irregularities are investigated.
- (b) The circuit manager should be co-opted as the chairperson of the SAIC when Grade 12 assessment irregularities are investigated.
- (c) One person from the school management team (SMT).
- (d) One person from the teaching staff who is not a member of the SMT.
- (e) One member from the school governing body.

2.2. The SAIC may co-opt members on a needs basis. The following persons may be co-opted:

- (a) One subject specialist from the school.
- (b) One subject specialist from the district.

2.3. The school will note the details of the alleged assessment irregularity on the attached Addendum C. Minutes should be kept of all disciplinary meetings and signed by all attendees.

2.4. The school will collate every case on an irregularity database, Addendum D. The irregularity register must be issued to the circuit manager at the end of each term. The circuit manager will collate all the cases in that particular circuit and present the register to the district assessment coordinator at the end of each term.

2.5. In the event that the SAIC cannot agree on a suitable sanction where the learners are involved,
the case may be escalated to the District Assessment Irregularities Committee (DAIC) for further deliberation.

3. Jurisdiction of the SAIC

The SAIC will have jurisdiction in any alleged internal assessment irregularities. These irregularities may occur during various stages of the internal assessment process and they would include, among others, irregularities in connection with the following:

- 3.1. Compilation of internal marks.
- 3.2. Monitoring and moderation of internal assessment.
- 3.3. Conditions under which teachers conduct internal assessment.
- 3.4. Conditions under which learners are internally assessed.
- 3.5. Capturing and processing of data derived.
- 3.6. Setting and moderation of internal assessment question papers and tasks.
- 3.7. Any other irregularity related to internal assessment.

4. Functions of the SAIC

The SAIC must –

- 4.1. work closely with the examination officials based at the district office;
- 4.2. investigate all irregularities committed by teachers/learners/any other party in the internal assessment process;
- 4.3. investigate any other internal assessment irregularity as and when requested by the district director or his/her delegated official; and
- 4.4. report all internal assessment irregularities, via the circuit manager, to the DAIC.

5. Internal assessment irregularities that may be handled by the SAIC

5.1. Irregularities involving learners during internal assessment may include the following:

No.	IRREGULARITY	POSSIBLE ACTION
1.	A learner 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 either approve or reject the reason for the refusal given by the learner).	Learner receives incomplete results in the subject.
2.	A learner who presents work that is not his or her own work. This may take various forms and may include the following: ➤ Copying verbatim from another source (in this case if the teacher is suspicious of has evidence of sections or	Zero mark for the assessment task/examination paper.

	the complete assignment having been copied verbatim from another source, this must be declared as an irregularity. ➤ Submitting an assignment or project that is not his or her own effort (it may have been completed by another learner, person or his or her parent, or even purchased.) ➤ Reproducing an assignment or project from another learner and there is evidence of such copying. ➤ Presenting work that has been previously presented and for which marks were received, which could either be his or her own effort or that of another person. ➤ Presenting work (as a whole or in part) that is not his or her own, but that of another learner from the same school or another school. ➤ Any dishonest act aimed at misleading the teacher in terms of authenticity or originality of the learner's work presented.	
3.	A learner who, in respect of a 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 under the influence of other hard drugs. ➤ Disregards the arrangements or reasonable instructions of the teacher, despite a warning. ➤ Continues to disregard assessment regulations, despite a warning.	➤ The learner forfeits the opportunity to write or continue writing that specific assessment task/examination paper. ➤ The learner retains marks awarded for other components in the subject.
4.	A learner making false statement in respect of the authenticity of a particular component of a mark for internal assessment.	Zero mark for the assessment task/examination paper.
5.	Irregularities involving teachers or other assessment officials during internal assessment/examinations may occur during the following stages at school: ➤ The compilation of the mark for internal assessment.	An investigation will be conducted by the SAIC team and the outcome will be reported to the DAIC.

	➤ The monitoring and moderation of the mark achieved in an internal assessment. ➤ The capturing and processing of assessment data. ➤ Investigations in respect of suspected internal assessment irregularities.	
6.	Irregularities involving teachers and officials may include: ➤ The teacher wilfully and intentionally, and without a valid reason, fails to satisfy the requirements or excludes one or more assessment task(s) from the compilation of the final assessment marks. ➤ The teacher or official alters, in other words either reduces or increases the marks of learners without the approval of the principal. ➤ The teacher wilfully provides assistance to a learner thereby giving that learner an unfair advantage over other learners. ➤ The teacher collaborates with a learner to present work (as a whole or in part) that is not his or her own work.	An investigation will be conducted by the SAIC team and the outcome will be reported to the DAIC.
7.	A learner who stole an examination paper or any other formal assessment.	➤ The guilty learner must receive a zero mark for the assessment task/examination paper. ➤ Further disciplinary processes will be followed.
8.	A learner found in possession of unauthorised material during an assessment task/examination.	Zero mark for the assessment task/examination paper.
9.	A learner in possession of a cell phone or electronic device during an assessment task/examination.	Zero mark for the assessment task/examination paper.
10.	A learner caught copying or obtaining help from a fellow learner.	➤ Zero mark for the assessment task/examination paper. ➤ If there is evidence of collusion, the learner offering the assistance must also get a zero mark for the assessment task/examination paper.
11.	Late arrivals for the assessment task/examination.	The learner must be allowed to write the assessment task/examination but may not be given additional time unless valid reasons are given for their late arrival.

12.	An examination script not handed in after an examination or assessment, removed from the examination room and submitted at a later stage.	➤ The examination script must be marked pending the outcome of an investigation. ➤ In the event that the learner is found guilty, a zero mark must be given for that examination paper.
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Absence during an assessment or examination:

If a learner is absent **without a valid reason**, a written apology must be submitted.

- A doctor's certificate must be provided if the learner is ill
- Should it be due to death or family matters – with certified evidence or a letter
- Court cases – proof from the court / letter

Please inform your child's teacher via class dojo as well as the office via email on the day your child is absent. This serves as notification which is necessary during assessments. A doctor's certificate must be provided.

A learner who is absent **with a valid reason**, will not be afforded the opportunity to write the test and will therefore receive an "absent with valid reason" code on their report. With this code, learners will not be penalised.

A learner who is absent **without a valid reason** will not be afforded the opportunity to write the test and will therefore receive an "absent without a valid reason" code on their report, which equates to a zero mark.

