



SHINING STAR INTERNATIONAL SCHOOL ABU DHABI

UNFAIR MEANS POLICY

Process of Disciplinary Action against Malpractice/Unfair means in Examination Hall 2023-24

Rationale/Purpose:

“Honesty and Integrity are our school values and all students and staff members have the responsibility to uphold the values of the school.”

1. To sanction appropriate action against unfair means for promotion in academics
2. To improve robustness of Assessment policy
3. To acquire reliable data from academic evaluation
4. To promote equality and justice.
5. To embed the value of honesty, fair practice and integrity in our students.

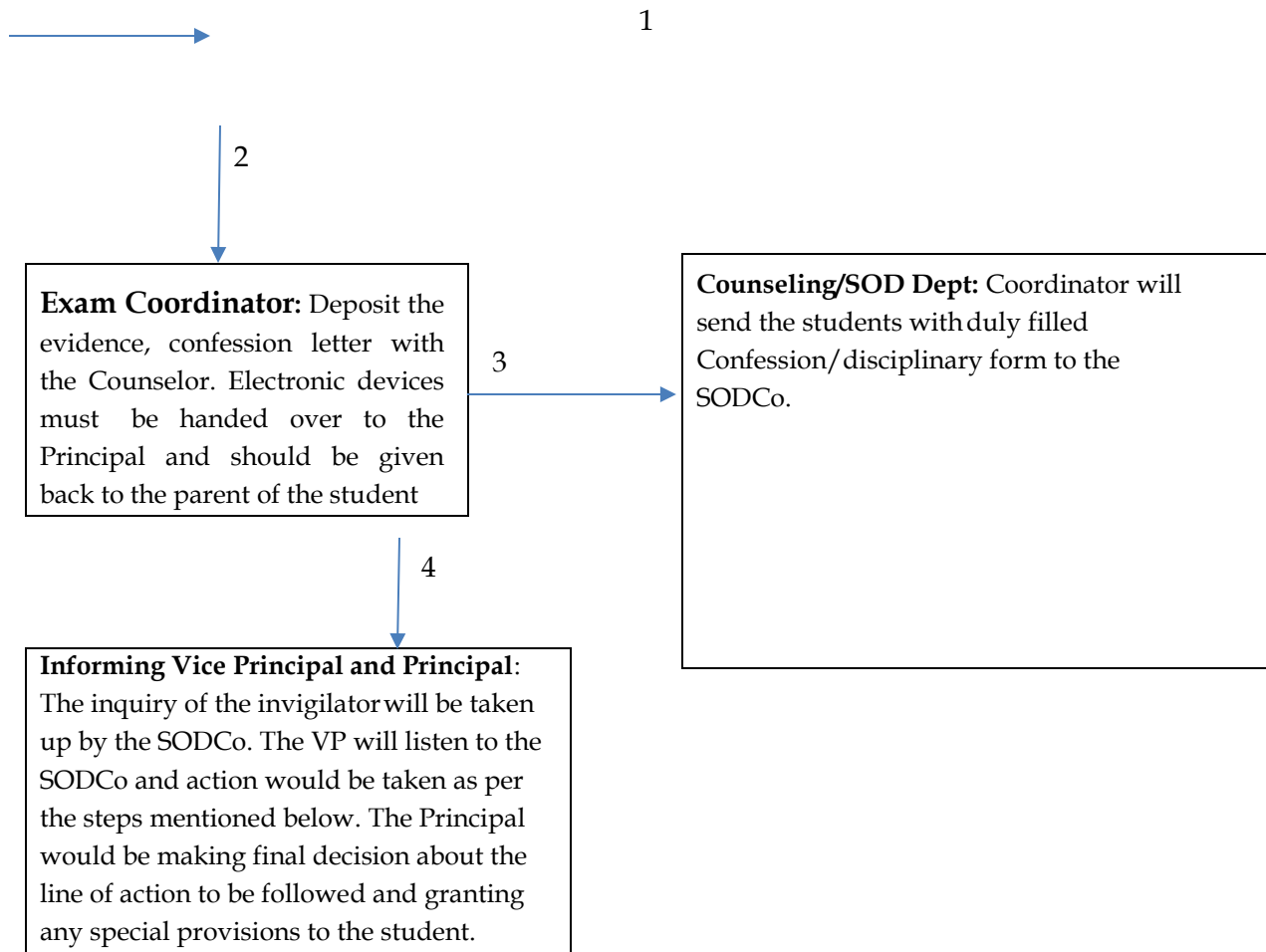
Definitions & Context

1. Malpractice: using unfair means to promote in evaluation procedure.
2. Examination Hall: Hall where exams are being conducted.
3. Invigilator: Monitoring authority in the examination hall.
4. Perpetuator: An individual who encourages malpractice (in this context whoever is showing answer sheet to the other student for copying)
5. Beneficiary: The student who is copying from the perpetuator
6. Re-examination: To evaluate the student second time.
7. External modes: When the student is using mobile phone or any kind of electronic devices or books from which the student is seen copying.
8. Evidence: Factual proof of the event occurred.

Invigilator

Collect the evidence
and ask the child to
write their names on
the confession letter

Approach



TYPE OF UNFAIR METHOD/ MALPRACTICE	PENALTY SCHEDULE	CODING: INVIGILATOR'S DUTY
Caught with Electronic device or written material	<p>Confirm, record the evidence and confiscate and mark the paper "Invalid".</p> <p>Give the student fresh answer sheet to rewrite the exam. The duration would be reduced to half the time in the new exam paper.</p>	<ol style="list-style-type: none"> 1. Write "invalid" 2. The invigilator has to get a confession letter from the student and submit it to SODCo. 3. A call has to be made to the parents to come on the same day to sign the warning letter to be issued to the student.
Copying from Another student	<p>Give the student fresh answer sheet to rewrite the exam. The duration would be reduced to half the time in the new exam paper.</p>	<ol style="list-style-type: none"> 1. Write "invalid" 2. The invigilator has to get a confession letter from the student and submit it to SODCo. 3. A call has to be made to the parents to come on the same day to sign the warning letter to be issued to the student. 4. Level 2 Warning letter would be issued and handed over to the parents.
Showing answer sheet to another student and deliberately letting him/her copy.	<p>Give the student fresh answer sheet to rewrite the exam. The duration would be reduced to half the time in the new exam paper.</p>	<ol style="list-style-type: none"> 1. Write "invalid" 2. The invigilator has to get a confession letter from the student and submit it to SODCo. 3. A call has to be made to the parents to come on the same day to sign the warning letter to be issued to the student. 4. Level 2 Warning letter would be issued and handed over to the parents.

1. The paper is to be shown and explained to the parent during Parent-Teacher meet.
2. The evidence should contain the confession letter of the student.
3. The invigilator would ensure to collect photographic evidence of answers written on body parts such as hand/arm or wrist.
4. If any devices/books or any other external source has been confiscated that should be returned to the parent in person.

Duties of Invigilator:

1. Invigilators must be vigilant, prevent unfair means and will report unfair means cases if any, without any discrimination.
2. Check the answer sheet for confirmation that the student has used unfair means for evidence.
3. Take the confession letter from the student (appendix)
4. If the student is benefiting by unfair means by external modes: electronic devices, books, chits etc.,
 - a. Confiscate the device/book
 - b. Deposit it with the Exam Coordinator
 - c. Take the confession letter from the student
5. DO NOT USE HARSH LANGUAGE OR THREATEN THE STUDENT.
6. Be calm and code the paper and DO NOT GIVE IN EVEN WHEN THE STUDENT PLEADS.

Duty of the Exam Coordinator

1. Collect the information from the invigilator.
2. Take the signature of the invigilator on the disciplinary form
3. Forward the disciplinary form and the confession letter to the Inclusion Champion (IC)
4. Secure the electronic devices/books (if any) safely
5. Return back the electronic devices/books (if any) to the parent on the parent-teacher meet.

Duty of the Counseling Department:

1. The SODCo/Counselor counsels and understands the event carefully and submits the report along with recommendations to the Vice Principal.
2. SODCo can discuss the event independently to check the consistency of the report.
3. SODCo can request for an excuse or for re-exam for the student as recommended in the report.

Note:

1. The duration of the re-examination will be cut-down to half (i.e., if the exam is for 2 ½ then re-exam time will be 1 hour. 15 minutes).
2. The re-examination will be conducted on the same day only.

Unfair means in Examination
Letter of Confession

To

The Principal,

Shining Star International School,
Abu Dhabi

Respected Madam,

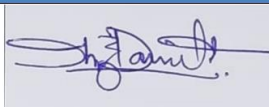
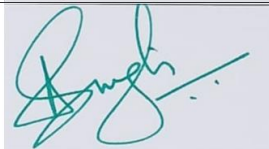
1. I agree that I have been using unfair means to pass the examination (beneficiary).
2. I agree that I have been caught while I was involved in unfair means by allowing another student to copy from my answer sheet (perpetuator).
3. I agree that I have been caught with an **Electronic Device/Written Material** which I was using as an unfair means to pass the examination.

Name of the Student _____

Grade/Division _____

Subject of the examination _____

Date _____

	Name	Signature	Date
Prepared by:	Dr. Aby Daniel A. Head of Inclusion		20/09/2024
Policy Review Approved by:	Mrs. Abhilasha Singh (Principal)		03/10/2024