



The Springfield Primary School



Cheating and Misconduct/Misbehavior Policy during Exam

Name of the Policy	Cheating and Misconduct/Misbehavior Policy during Exam
Date Approved	April 2025
Date of Review	March 2026



Cheating and Misconduct/Misbehavior Policy during Exam

Cheating in Examinations means engaging in dishonest practice or breaching the rules during or in relation to examinations, which can include, but is not limited to:

1. Communicating in any way during an examination with any person who is not an Exam Invigilator (i.e. the person supervising the exam) inside the exam room.
2. Possessing, referring to or having access to any material or device containing information directly or indirectly related to the subject matter during examination.
3. Copies or attempts to copy from another's exam paper during an examination.
4. Use or potential use of an electronic device during examination.

If cheating is suspected, the following procedures will be followed:

1. If a student is found to be cheating on an examination, the student will be allowed to finish the examination and the infraction report will be filled. (attached)
2. Confiscate all unauthorized materials and/or devices utilized for cheating (if applicable).
3. Once the exam and the corrections are completed.
4. The Parent are contacted; the meeting will be scheduled with the principal (if necessary).
5. **Action will be taken as follows:**
 - a. **For the First Offense:** The marks will be deducted only for the questions attempted by cheating.
 - b. **For the Second Offense:** Any subsequent offenses of cheating by the same student will result in an automatic zero for the exam.

Misconduct/Misbehavior during the exam:

1. The following actions will constitute misconduct/misbehavior by a student during examination: Not following the rules of examination.
2. Failing to comply with the instructions of the invigilator regarding appropriate conduct during the exam room.
3. Intimidation of, or misbehavior with, or assault or attempt to assault an invigilator inside the exam room.
4. Creating disturbance of any form in the exam room.



If Misconduct/Misbehavior is suspected, the following procedures will be followed:

1. If a student is found to be Misconduct/Misbehavior in an exam room, the student will be allowed to finish the examination; the infraction report will be filled.
2. The Exam Coordinator/invigilator will inform the issues to the Guidance Counsellor.
3. **Following Action will be taken:**
 - a. **The Guidance Counsellor will have a discussion with the student:** After the exam is over, it is important to have a one-on-one discussion with the student about their misbehavior. To understand the reasons behind their actions and find a solution to prevent it from happening again in the future.
 - b. **The Guidance Counsellor will give a warning:** If the student has a history of misbehavior, a warning can be given to remind them of the consequences of their actions. This can serve as a reminder to the student to behave appropriately during the rest of the exam.
 - c. **Remove the student from the exam:** In cases where the student's misbehavior is disruptive to the entire class, it may be necessary to remove them from the exam room. This can help to maintain a calm and focused environment for the other students.
 - d. **Involve the parents:** If misbehavior is a recurring issue, it may be necessary to involve the student's parents. This can help to address any underlying issues and work together to find a solution.
 - e. **Impose consequences:** Depending on the severity of the misbehavior, consequences may be necessary. This can include a deduction of marks, detention.
 - f. **Follow up:** After taking appropriate action, it is important to follow up with the students to ensure that the issue has been resolved. This can also serve as a reminder to the student to behave appropriately in future exams.

Review and Revision:

This policy will be reviewed and revised regularly to ensure effectiveness and relevance.



Infraction Report: Examination Misconduct

Date : _____

Time : _____

Location : _____

Student Information:

- Name of the Student : _____

- Student QID/Grade : _____

Description of the Infraction:

- Nature of Misconduct : Cheating during the [Exam/Test Name]

- Specific Behavior : _____

[Describe the specific actions observed, e.g., "using unauthorized notes," "communicating with another student," etc.]

Evidence: _____

[Attach any evidence, such as photos, documents, or witness statements, if any]

Action Taken: _____

- [Describe any immediate actions taken, e.g., "student's exam was confiscated," "student was warned," etc.]

Recommended Consequences: _____

- [Suggest penalties based on the institution's policy, e.g., "zero marks on the exam," "disciplinary meeting," etc.]

Reported By:

Name : _____

Position : _____

Date : _____

Student Statement: _____

[If applicable, provide space for the student to write their account of the incident]

