



**The Central School Dubai**  
*Al Nahda 2 Dubai, United Arab Emirates*

**1]. Section-A**

<b>Title of the Policy</b>	<b>Process of Disciplinary action against malpractice/unfair means in examination hall</b>	<b>Designation</b>	<b>Inclusion Champion</b>
<b>Name of Policy Writer</b>	<b>S. R. Joshi</b>	<b>Date of Next Revision</b>	<b>28.03.2020</b>
<b>Date of Policy Revision</b>	<b>29.03.2019</b>	<b>Department/Section</b>	<b>Department of Empowerment to Inclusion and Well-being</b>
<b>Policy Code</b>	<b>TCS/PC/1920/02</b>		

**2]. Section-B**

<b>Purpose</b>	<ol style="list-style-type: none"> <li>1. To sanction appropriate action against unfair means for promotion in academics</li> <li>2. To improve robustness of Assessment policy</li> <li>3. To acquire reliable data from academic evaluation</li> <li>4. To promote equality and justice.</li> </ol>
<b>Approach</b>	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <b>Invigilator</b> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 40%;"> <p>Collect the evidence and ask the child to write their names on the confession letter</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 40%;"> <p><b>Supervisor:</b> Deposit the evidence, confession letter with the supervisor. Electronic devices must be with the supervisor and should be given back to the parent of the student</p> </div> <div style="border: 1px solid black; padding: 5px; width: 40%;"> <p><b>DEIW:</b> Supervisor will send the students with duly filled disciplinary form to the Inclusion Champion (IC) who in-turn engages the respective phase wise counselor for counseling and insightfulness of the misdeed and submit a report to the IC</p> <p>Further, the IC can convince the HoS to excuse the child for the time, however, the advocacy should be in full view of the student's previous history of misbehavior.</p> <p>Time-duration 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). <b>This chance is only given to the <u>beneficiary</u> and not to the <u>perpetuator</u>.</b></p> </div> </div> <div style="border: 1px solid black; padding: 5px; width: 40%; margin-top: 10px;"> <p><b>Informing the HoS:</b> The inquiry of the invigilator will be taken up by the HoS. Show cause will be issued to the invigilator in question.</p> <p>The HoS will listen to the DEIW-IC in regard to the student and makes a decision whether or not the child should write the examination or not.</p> </div> </div>

<p><b>Rationale</b></p>	<ol style="list-style-type: none"> <li>1. To sanction appropriate action against unfair means for promotion in academics</li> <li>2. To improve robustness of Assessment policy</li> <li>3. To acquire reliable data from academic evaluation</li> <li>4. To promote equality and justice.</li> </ol>
<p><b>Definitions &amp; Context</b></p>	<ol style="list-style-type: none"> <li>1. <b>Malpractice:</b> using unfair means to promote in evaluation procedure.</li> <li>2. <b>Examination Hall:</b> Hall where exams are being conducted.</li> <li>3. <b>Invigilator:</b> Monitoring authority in the examination hall</li> <li>4. <b>Perpetuator:</b> An individual who encourages malpractice (in this context whoever is showing answer sheet to the other student for copying)</li> <li>5. <b>Beneficiary:</b> The student who is copying from the perpetuator</li> <li>6. <b>Coding:</b> The symbol which the invigilator uses to communicate with the correcting officer (in this context “black star with marker”)</li> <li>7. <b>Deduction:</b> To reduce the marks from the total marks in the evaluation</li> <li>8. <b>Re-examination:</b> To evaluate the student second time</li> <li>9. <b>External modes:</b> When the student is using mobile phone or any kind of electronic devices or books from which the student is seen copying</li> <li>10. <b>Evidence:</b> factual proof of the event occurred.</li> </ol>
<p><b>Teaching and Learning</b></p>	<p><b>Duties:</b></p> <ol style="list-style-type: none"> <li>I. <b>Invigilator:</b> <ol style="list-style-type: none"> <li>1. Check the answer sheet for confirmation that the student has used unfair means for evidence.</li> <li>2. Take the confession letter from the student</li> <li>3. Follow the procedure below</li> <li>4. Invigilator must use the following code wherein the correction officer shall follow the code in marking system</li> <li>5. Both the student who is allowing to copy (defined as <u>perpetuator</u> of malpractice) from her/his paper and the student who is copying (defined as <u>beneficiary</u>)</li> <li>6. If the student is benefiting by unfair means by external modes: electronic devices, books, etc.,           <ol style="list-style-type: none"> <li>a. Confiscate the device/book</li> <li>b. Deposit it with the supervisor</li> </ol> </li> <li>7. <b>DO NOT USE HARSH LANGUAGE OR THEATEN THE STUDENT</b></li> <li>8. <b>Be calm and code the paper and DO NOT GIVEIN EVEN WHEN THE STUDENT PLEADS.</b></li> </ol> </li> </ol>

Attempt	To use unfair methods malpractice	Penalty Schedule	Coding: Invigilator's duty
1 attempt	Caught by the invigilator	Deduct 5 marks from the total marks	Put "one" black star on the answer sheet of both <u>perpetuator and beneficiary</u> and allow the children to continue to write
2 attempt	Caught again by the invigilator	Deduct 10 marks from the total marks	Put "two" black stars on the answer sheet and allow the child to continue to write the exam  Let the children sit separately in the hall and continue to write the exam
3 attempt	Caught again by the invigilator	Exam is invalid and the result is declared fail (no retest)	Write "invalid" (to do this the beneficiary's paper should already have "two black stars") 1. Inquiry on the invigilator 2. The invigilator has to write a show cause and submit it to their respective supervisors.

1. The correcting teacher must acknowledge the code and deduct the marks accordingly
2. The paper is to be shown and explained to the parent during Parent-Teacher meet
3. The evidence should contain the confession letter and the number of black stars
4. If any devices/books or any other external source has been confiscated that should be returned to the parent during the Parent-Teacher meet in person

**II. Duty of the Supervisor:**

	<ol style="list-style-type: none"> <li>1. Collect the information from the invigilator.</li> <li>2. Take the signature of the invigilator on the disciplinary form</li> <li>3. Forward the disciplinary form and the confession letter to the Inclusion Champ (IC)</li> <li>4. Secure the electronic devices/books (if any) safely</li> <li>5. Return back the electronic devices/books (if any) to the parent on the <u>parent-teacher meet</u></li> </ol> <p>III. Duty of the DEIW:</p> <ol style="list-style-type: none"> <li>1. IC checks for the disciplinary form with the evidences and engages the respective counselor for counseling session</li> <li>2. The counselor counsels and understands the event carefully and submits the report along with the recommendations to the IC.</li> <li>3. IC can discuss the event independently to check the consistency of the report</li> <li>4. IC documents the event and shares with the concerned HoS for further discussion</li> <li>5. IC can request for an excuse or for re-exam for the student as recommended in report</li> </ol> <p>IV. Duty of the HoS:</p> <ol style="list-style-type: none"> <li>1. The inquiry of the invigilator will be taken up by the HoS. Show cause will be issued to the invigilator in question.</li> <li>2. The HoS will listen to the DEIW-IC in regard to the student and makes a decision whether or not the child should write the examination or not.</li> </ol> <p>Note:</p> <ol style="list-style-type: none"> <li>1. Only the beneficiary will get the advantage for re-examination and not the perpetrator.</li> <li>2. The duration of the re-examination will be cut-down to half (i.e., if the exam is for 2<sup>½</sup> then re-exam time will be 1 hour. 15 minutes).</li> <li>3. The reexamination will be conducted on the same day only.</li> </ol>
<p><i>Opportunity and Community</i></p>	<p style="text-align: center;"><b><u>LETTER OF CONFESSION</u></b></p> <p>To</p> <p>The Head of the Section, The Central School, Dubai.</p> <p>Respected Madam,</p>

	<p>I agree that I have been using unfair means to pass the examination (beneficiary) / I agree that I have been caught while I was helping the other to copy from my answer sheet (perpetuator).</p> <p>Name of the beneficiary (student) _____  Grade/Division _____</p> <p>Subject of the examination _____  date _____</p>
<p><i>Policy Committee Members</i></p>	<p><b>Inclusion Champion</b>  Department of Empowerment to Inclusion and Well-being.</p>
<p><i>Date:</i> 29.03.2019</p>	<p>Approved by: <i>Mala Mehra</i></p> <div style="text-align: center;">  </div> <div style="text-align: right;">   <i>Signature of Principal</i> </div>