



1]. Section-A

Title of the Policy	Process of Disciplinary action against malpractice/unfair means in examination hall	Designation	Inclusion Champion DEIW
Name of Policy Writer	S. R. Joshi	Date of Next Revision	01.04.23
Date of Policy Revision	10.04.22	Department/Section	For the Whole School
Policy Code	TCS/DEIW/Exam malpractice/22-23/01		

2]. Section-B

Purpose	<ol style="list-style-type: none"> To sanction appropriate action against unfair means for promotion in academics To improve robustness of Assessment policy To acquire reliable data from academic evaluation To promote equality and justice.
Approach	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Invigilator</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 40%;"> <p>Supervisor: 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>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-between; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>Informing the HoS: 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 style="border: 1px solid black; padding: 5px; width: 45%;"> <p>DEIW: 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). This chance is only given to the <u>beneficiary</u> and not to the <u>perpetuator</u>.</p> </div> </div> </div>

<p>Rationale</p>	<ol style="list-style-type: none"> 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.
<p>Definitions & Context</p>	<ol style="list-style-type: none"> 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. Coding: The symbol which the invigilator uses to communicate with the correcting officer (in this context “black star with marker”) 7. Deduction: To reduce the marks from the total marks in the evaluation 8. Re-examination: To evaluate the student second time 9. External modes: When the student is using mobile phone or any kind of electronic devices or books from which the student is seen copying 10. Evidence: factual proof of the event occurred.
<p>Duties of Invigilator</p>	<ol style="list-style-type: none"> 1. Please implement the code of conduct for students during examination. 2. Examination duty is compulsory. In case of emergency, alternative arrangement to be made. 3. All invigilators must report within time to Academic Section and must reach to respective examination hall before 45 minutes of the examination schedule time. 4. All the invigilators must know that CBSE provisions are to be provided to the students of determination on request, the list of SoD is issued by DEIW. 5. All invigilators must maintain silence in the examination hall. 6. Your mobile phone will be silent mode but you should not use in the examination hall. 7. Invigilators must check whether students have deposited their books, devices outside the exam hall 8. The invigilator must announce verbally clearly that only pencil box, compass box, ID/hall ticket are only allowed in the examination hall. 9. Please check the students have occupied their respective seats according to seating plan. 10. Grd. 6-12 will receive their question paper 15 minutes before the examination (this time is excluding examination time). The students are expected to read the question paper thoroughly 11. Distribute the answer books to the students before 5 minutes of the examination time and ask them to fill all the details in the answer book. 12. Verify the admit card / I card of the students in the examination hall. 13. Take the signature of the students on the attendance sheet and maintain attendance record of the examination hall. 14. Invigilators must watch the students continuously and should be vigilant. 15. Please move in the examination hall to prevent indiscipline / copying. 16. Should not leave examination hall during examination period. In case of urgency, may be allowed for maximum 15 minutes with permission from room-in-charge. 17. Other invigilators / faculty are not allowed to enter into other examination halls without consent of concerned Hall/room-in-charge. 18. Distribute the supplement answer books / graph sheets to the students when requested by students.



19. Request the students to tie their supplement answer books before 5 minutes of the end of the examination time.
20. Once examination is completed, Answer books will be collected by concerned faculty member / subject teacher from the examination hall.
21. Two copies of question papers will be submitted to concerned HOD after examination of paper is completed by concerned subject teacher / coordinator.
22. Invigilators must be vigilant, prevent unfair means and will report unfair means cases if any, without any discrimination.
23. Check the answer sheet for confirmation that the student has used unfair means for evidence.
24. Take the confession letter from the student (appendix)
25. Follow the procedure below
26. Invigilator must use the following code wherein the correction officer shall follow the code in marking system.
27. Both the student who is allowing to copy (defined as perpetuator of malpractice) from her/his paper and the student who is copying (defined as beneficiary)
28. If the student is benefiting by unfair means by external modes: electronic devices, books, etc.,
 - a. Confiscate the device/book
 - b. Deposit it with the supervisor
29. **DO NOT USE HARSH LANGUAGE OR THEATEN THE STUDENT**
30. Be calm and code the paper and **DO NOT GIVE IN EVEN WHEN THE STUDENT PLEADS.**

Attempt	To use unfair method/ 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</u> and <u>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") <ol style="list-style-type: none"> 1. Inquiry on the invigilator 2. The invigilator has to write a show cause and submit it to their respective supervisors.



		<p>Caught with Electronic device</p>	<p>Confirm, record the evidence and confiscate and mark the paper "Invalid". Give the student fresh answer sheet to rewrite the exam.</p>	<p>Write "invalid"</p> <ol style="list-style-type: none"> 1. Inquiry on the invigilator 2. The invigilator has to write a show cause and submit it to their respective HoS as to how could the student bring the electronic device inside the exam hall.
	<ol style="list-style-type: none"> 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 parent during the Parent-Teacher meet in person <p>I. Duty of the Supervisor:</p> <ol style="list-style-type: none"> 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 <u>parent-teacher</u> meet <p>II. Duty of the DEIW:</p> <ol style="list-style-type: none"> 1. IC checks for the disciplinary form with the evidences and engages the respective counselor for counseling session 2. The counselor counsels and understands the event carefully and submits the report along with recommendations to the IC. 3. IC can discuss the event independently to check the consistency of the report 4. IC documents the event and shares with the concerned HoS for further discussions. 5. IC can request for an excuse or for re-exam for the student as recommended in the report <p>III. Duty of the HoS:</p> <ol style="list-style-type: none"> 1. The inquiry of the invigilator will be taken up by the HoS. Show cause will be issued to the invigilator in question. 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. <p>Note:</p> <ol style="list-style-type: none"> 1. Only the beneficiary will get the advantage for re-examination and not the perpetrator. 2. 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). 3. The reexamination will be conducted on the same day only. 			
<p><i>Opportunity and Community</i></p>	<p style="text-align: center;"><u>LETTER OF CONFESSION</u></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>Inclusion Champion Department of Empowerment to Inclusion and Well-being.</p>
<p><i>Date:</i></p>	<p>Approved by: Ms. Seema Umar</p> <p style="text-align: right;"><i>Signature of Principal</i></p>