



Stanford Lake College

16 January 2023

Policy Title	Cheating Policy						
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Date of First Issue	January 2023						
Date of Amendments							
Date of Approval Senior Management Team	9 Jan 2023						

CHEATING POLICY

Cheating includes, but is not limited to, one or more of the following – accessing a cell phone or smart watch during an examination, bringing notes into an examination, any kind of interaction between two students during an examination be it verbal or via ‘signals’.

If a student is caught cheating during an examination or test, the following procedure must be followed:

- First of all, the invigilator should be sure there is a water-tight case.
- No accusations should be made by the invigilator.
- The invigilator should confiscate the answer script.
- The invigilator and student should sign after the last line in the answer book at that point with the date and time of confiscation.
- The invigilator should then take the answer script in and collect all evidence.
- The invigilator should then issue the student with a new answer book and allow the student to continue with the examination.
- The invigilator should place the ‘corrupted’ answer script inside the new answer script at the end of the examination and take in all the answer scripts as usual.
- At the end of the examination, the invigilator must get the student to write a statement and the invigilator himself must also write a statement detailing the incident.
- The invigilator should inform the Academic Deputy immediately after the examination.
- Staff should not discuss the issue with other students or teachers.

The Academic Deputy will thereafter discuss possible disciplinary steps to be taken with the Director of Discipline. If it is established that cheating took place, the candidate(s) will automatically receive zero for the examination/test. In addition, there may be grounds for further sanctions including the possibility of a formal Disciplinary Hearing.

It should be noted that any student caught cheating in a final IEB examination will have his/her entire examination session disregarded and will not get a result in that year. He/she will also be banned from writing any matric exit examination for three years.

