



## **Guidelines for Identifying and Managing Cheating and Examination Breaches**

### **Rationale**

Examinations must reflect a student's true knowledge, skills, and effort. Cheating or attempting to manipulate assessment outcomes undermines academic integrity, violates ADEK Student Behavior Policy, and disrupts a fair learning environment. These guidelines ensure that all examination-related misconduct is prevented, identified, managed, and documented in a consistent and transparent manner.

### **Objectives**

The purpose of these guidelines is to:

1. Establish clear procedures to prevent and detect cheating.
2. Ensure all examination violations are handled fairly and consistently.
3. Protect the integrity of school assessments.
4. Maintain accurate documentation of all incidents in line with ADEK requirements.
5. Promote accountability, honesty, and responsible student conduct.

### **Definition of Cheating and Examination Breaches**

Behaviors considered cheating or breach of examination integrity include, but are not limited to:

- Using unauthorized materials (notes, mobile phones, electronic devices, cheat sheets).
- Copying from another student or allowing another student to copy.
- Communicating during an exam through gestures, talking, or signals.
- Possessing or sharing exam content before, during, or after the exam.
- Submitting work that is not the student's own (including AI misuse where prohibited).
- Tampering with exam papers, answer sheets, or results.

- Impersonating another student or being involved in identity fraud.

These behaviors fall under ADEK Policy violations – Level 3 or Level 4, depending on severity.

### **Preventive Mechanisms**

To minimize opportunities for cheating, the school implements the following:

#### **1. Examination Environment**

- Clearly spaced seating arrangement.
- CCTV or additional supervision in exam areas where applicable.
- Bags, phones, smartwatches, and unauthorized materials stored outside the exam room.
- Display of exam rules before each assessment period.

#### **2. Staff Preparation**

- Briefing invigilators on expectations and procedures.
- Providing standardized scripts for reading exam rules.
- Training staff on how to identify suspicious behavior.

#### **3. Student Awareness**

- Student orientation on academic integrity.
- Clear communication of consequences as per ADEK policy.
- Signed Academic Honesty Agreement each academic year.

### **Identification of Cheating**

Invigilators must be observant of:

- Unusual hand or body movements.
- Frequent looking around, especially at neighboring papers.
- Attempts to hide small papers or devices.
- Whispering or exchanging gestures with other students.
- Sudden changes in posture when approached.
- Unapproved materials found on or near the student.

When cheating is *suspected*, the invigilator must:

1. Approach calmly and discreetly.
2. Document what was observed.
3. If necessary, confiscate unauthorized materials.
4. Allow the student to continue the exam unless behavior becomes disruptive.

## **Procedures for Managing Cheating Incidents**

### **Step 1: Initial Response**

- The invigilator calmly stops the misconduct.
- Unauthorized items are confiscated and labeled as evidence.
- The student's paper is marked with the time of the incident.
- The student is allowed to complete the exam (unless unsafe or excessively disruptive).

### **Step 2: Immediate Documentation**

The invigilator completes an Examination Incident Report, including:

- Date, time, and location of the exam.
- Student's name, grade, and ID.
- Description of the behavior.
- Witnesses present (invigilators or teachers).
- Confiscated items attached or photographed.

### **Step 3: Notification**

- The Examination Coordinator and School Leadership Team are informed.
- Parents are notified on the same day.
- The School Counselor/Behavior Team may be involved if needed.

### **Step 4: Investigation**

The Examination Committee/Behavior Management Committee will:

- Review the report and evidence.
- Interview the student if needed.

- Ensure confidentiality and fairness.
- Determine the level of violation based on ADEK policy.

### **Step 5: Consequences**

Consequences follow ADEK Student Behavior Policy, depending on severity:

#### **Level 3 Violations (Attempted Cheating / Minor Breaches)**

- Written warning
- Deduction or nullification of the exam result
- Counseling session
- Parent meeting
- Improvement plan

#### **Level 4 Violations (Confirmed Cheating / Serious Misconduct)**

- Invalidated exam score
- Suspension (in-school or out-of-school)
- Formal behavior contract
- Escalation to ADEK for repeated or severe cases

### **Documentation Requirements**

All cheating incidents must be recorded in:

- Examination Incident Log
- Student Behavior Record
- eSIS or school student information system
- ADEK required reporting forms (for serious cases)

Records must include:

- Incident description
- Evidence
- Actions taken
- Consequences applied

- Parent communication
- Follow-up notes

All documents are stored securely following confidentiality guidelines.

### **Appeals Process**

Students and parents may request a review by submitting a written appeal within two (2) school days of the decision.

The School Leadership Team will review:

- The incident report
- Evidence
- Statements
- Applicable ADEK policies

A final decision will be issued within five (5) school days.

### **9. Reinforcement of Academic Integrity**

The school reinforces academic honesty by:

- Teaching ethical behavior and responsible decision-making.
- Providing workshops for students on exam preparation and stress management.
- Encouraging a culture of fairness and respect.
- Recognizing students who display exemplary integrity.

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