

## Explanation of Penalty Points for Offences committed in Exams

### **STANDARD PENALTIES**

- 1 = Warning
- 2 = Loss of marks gained for a section
- 3 = Loss of all the marks gained for a component
- 4 = Loss of all the marks gained for a unit
- 5 = Disqualification from the unit
- 6 = Disqualification from all units in one or more qualifications taken in the series
- 7 = Disqualification from the whole qualification
- 8 = Disqualification from all qualifications taken in that series
- 9 = Barred from entering for examinations for a set period of time

<b><u>TYPE OF OFFENCE</u></b>	<b><u>WARNING</u></b>  (Penalty 1)	<b><u>LOSS OF MARKS</u></b> Aggregation still permitted  (Penalties 2-4)	<b><u>LOSS OF AGGREGATION OR CERTIFICATION OPPORTUNITY</u></b>  (Penalties 5-9)
<b>Mobile phone or other similar electronic devices including iPhone, iPod, MP3/4 player, Smartwatch</b>	Not in the candidate's possession but makes a noise in the exam room	In the candidate's possession, but no evidence of being used by the candidate	In the candidate's possession & evidence of it being used by the candidate e.g. if it rings, beeps, or is used as a calculator
<b>Obtaining, receiving, exchanging or passing on information which could be exam related (or the attempt to)</b>	Isolated incidents of talking before the start of exam or after papers have been collected	Talking during exam about matters not related to exam; accepting exam related information	Talking about exam related matters during the exam; whispering answers to questions
<i>Written communication</i>	Passing written communications (notes) that clearly have no bearing on the exam.	Accepting exam-related information	Passing exam related notes to other candidates; helping one another; swapping scripts
<i>Social Media</i>		Accepting exam-related information without reporting it to the exam board	Passing or distributing exam-related information to others
<b>Making a false declaration of authenticity</b>		Sections of work done by others, but most still of the work of the candidate	Most or all of the work is not that of the candidate
<b>Copying from another candidate (including the misuse of I.T.)</b>	Lending coursework, not knowing it would be copied	Permitting exam script/coursework to be copied; showing answers to other candidates	Copying from another candidate's script / coursework; borrowing coursework to copy
<b>Collusion: working collaboratively with other candidates beyond what is permitted</b>	Collaborative work is apparent in a few areas, but possibly due to teacher advice; candidate unaware of the regulations	Collaborative work begins to affect examiner's ability to award a fair mark to an individual candidate	Candidates' work reflects extensive similarities & identical passages, possibly due to deliberate attempt to share work

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<b>Plagiarism: unacknowledged copying from published sources (including the internet); incomplete referencing</b>		Plagiarism from published work listed in the bibliography <b>OR</b> Minor amount of plagiarism from a source not listed in the bibliography	Plagiarism from published work not listed in the bibliography <b>OR</b> Plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography
<b>Bringing into the exam room notes in the wrong format or prohibited annotations</b>	Notes/annotations go beyond what is permitted but do not give an advantage	Notes/annotations are relevant and give unfair advantage	Notes/annotations introduced in a deliberate attempt to gain an advantage
<b>Disruptive behaviour in the exam room or assessment session (including the use of offensive language)</b>	Minor disruption lasting short time; calling out, causing noise, turning around	Repeated or prolonged disruption; unacceptably rude remarks; being removed from the room; taking another's possessions	Warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property
<b>The inclusion of inappropriate, offensive, or obscene material in scripts, controlled assessments, coursework or portfolios</b>	Isolated words or drawings, mildly offensive, inappropriate approaches or responses	Frequent mild obscenities or drawings; isolated strong obscenity; isolated mild obscenities or mildly offensive comments aimed at the examiner or staff member	Offensive comments or obscenities aimed at a member of staff, examiner or religious group; racist or lewd remarks or drawings
<b>Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations</b>	Leaving exam early (no loss of integrity); removing script from exam room but with proof that the script has not been impaired; breaching supervision (candidate unaware of regulations)	Removing script from exam room but with no proof that the script is safe; taking home materials	Deliberately breaking clash supervision; removing script from exam room & with proof that it has been tampered with; leaving exam room early so that integrity is impaired
<b>A breach of the advice or instructions from the invigilator or exam board, in relation to the exam rules &amp; regulations</b>	Minor non-compliance; e.g. sitting in a non - designated seat; continuing to write for a short period after being told to stop	Major non-compliance; e.g. refusing to move to designated seat; significant amount of writing after being told to stop	Repeated non-compliance
<b>Misuse of, or attempted misuse of, exam material &amp; resources</b>			Misuse of exam material or exam related information, including; attempting to gain or gaining prior knowledge of exam information; improper disclosure (including electronic means) receipt of exam information; or removal of secure info from exam the room

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<b>The alteration or falsification of any results document, including certificates</b>			Falsification / forgery
<b>Behaving in a way as to undermine the integrity of the exam/assessment</b>			e.g. attempting to obtain certificates fraudulently; attempted bribery; attempting to obtain or supply exam materials fraudulently
<b>Taking unauthorised material into the exam room: e.g.</b>			
<b>Notes/study guides &amp; personal organisers</b>	Notes irrelevant to subject	Notes relevant to subject	Notes relevant to subject and evidence of use
<b>Bringing into the exam room notes in the wrong format or prohibited annotations</b>	Notes/annotations go beyond what is permitted but do not give an advantage	Notes/annotations are relevant & give an unfair advantage	Notes/annotations introduced in a deliberate attempt to gain an advantage
<b>Own blank paper</b>	Used for rough work	Used for final answers	
<b>Calculators, dictionaries (when prohibited)</b>	Not used	Used, or attempted to use	
<b>Personation</b>			Deliberate use of wrong name or number; impersonating another individual; arranging to be impersonated
<b>Theft (where the candidate's work is removed or stolen)</b>			Taking somebody else's work (project/coursework) to pass it off as one's own
<b>The deliberate destruction of work</b>		Defacing scripts; destruction of candidate's own work	Significant destruction of another candidate's work