



ARZANA PRIVATE SCHOOL
ACADEMIC YEAR (2025 – 26)

Procedures for Managing Examination Misconduct and Breaches

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Effective from: Academic Year 2025–2026

Revision Date: September 2025

Next Review: July 2026

1. Purpose

To ensure transparent, fair, and consistent management of all examination-related misconduct at Arzana Private School, in line with *Federal Decree Law No. (33) of 2023 Concerning Cheating and Breach of Examination Systems* and ADEK's *School Assessment Policy (Section 6)*.

2. Scope

Applies to all students, staff, invigilators, and other stakeholders involved in internal or external assessment administration from Grade 3 upwards.

3. Preventive Measures

- Awareness: All students receive orientation on academic honesty before each examination cycle.
- Environment: Examination rooms arranged with adequate spacing, lighting, and visibility to discourage malpractice.
- Training: Invigilators trained annually on recognizing and reporting potential cheating indicators.
- Digital Integrity: Use of secure digital platforms, password-protected files, and restricted printing access.

4. Definition of Misconduct

Includes, but not limited to:

- Copying, communicating, or accessing unauthorized materials.
- Impersonation, plagiarism, or use of electronic devices.
- Tampering with answer scripts or assessment data.
- Aiding or abetting another student in cheating.

5. Reporting and Documentation Procedures

1. Immediate Action: Invigilator confiscates evidence, allows student to continue quietly, and records incident details.

2. Incident Report: Within 24 hours, the invigilator completes the *Examination Misconduct Report Form* and submits it to the Head of Department and Academic Coordinator.
3. Review Committee: The *Examination Integrity Committee (EIC)*—comprising the Principal, Academic Coordinator and Social Worker—reviews the case within 48 hours.
4. Documentation:
 - Each case is logged in the Examination Misconduct Register.
 - Supporting evidence (scripts, photos, statements) attached and retained for 1 academic year.
5. Communication: Parents informed formally through a written notification describing the incident and decision.

6. Penalties and Consequences

- Minor offences: written warning, marks deduction, reflection session.
- Major offences: paper cancellation or re-examination, disciplinary referral under ADEK Student Behavior Policy.
- Repeat offences: suspension or further penalties as per Federal Decree Law (33/2023).

All actions are proportional and logged in the student's record.

7. Appeals Process

- Students/parents may appeal within three working days of notification.
- Appeals reviewed by the *School Disciplinary Panel* chaired by the Principal.
- Decision recorded and filed as final.

8. Monitoring and Review

- The Principal, Academic Coordinator and Social Worker maintain quarterly analytics of violations to identify patterns and recommend preventive training.
- Annual summary submitted to the School Governing Board and included in the ADEK compliance audit.

Approved by: School Governing Board – Arzana Private School

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