

Breach of rules – School assessment

This form is to be completed by the principal or the principal's delegate and **kept at the school**.

- Read the [Breach of rules](#) page before completing this form.
- For breaches of rules in external assessments, complete the online form [Breach of Rules](#).

Student details

Family name

Given name(s)

(BLOCK LETTERS)

SACE registration number

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Date of breach of rules

Subject

Assessment

Contact school

Telephone

School contact person

Email

Nature and evidence of breach

State the exact nature of the breach, any relevant circumstances leading up to the breach, and any actions taken, such as the opportunity for the student to redraft. Note the student should be interviewed, by two people, where possible, during the investigation of the breach. The SACE Board may contact schools at any time for clarification of the nature of the breach, the circumstances leading to the breach, and any actions taken.

Please keep a copy of the student work with this record. Where plagiarism or undue assistance is suspected, highlight the relevant section(s). The SACE Board may request additional information to support the breach of rules form. Evidence might include, for example, samples or excerpts of other assessments, emails, or completed supervision and verification forms. Additional information can be submitted with this form.

Please turn over

Interview Notes

Any interview with the student must be conducted with two people present. The student should be given the opportunity to provide evidence that the work submitted is their own. (Additional information can be kept with this form).

Penalty

Any penalty for a breach of rules identified in a school assessment prior to moderation should be applied by the school.

Do **not** submit a student's materials for moderation if a breach of rules has been identified in that student's work. Refer to [Variation – moderation materials](#).

Notes on breaches of rules in SACE school assessments

1. From time to time students breach the rules for conduct in SACE assessments. SACE coordinators are requested to report on this form any breach in school assessments.
2. The rules for conduct in SACE assessments are explained on the [Breach of rules](#) page and in SACE Board policies.
3. An appeal process is available when a student believes that the decisions or other actions in relation to a breach of the rules have not been carried out in accordance with the SACE Assuring Assessment Integrity Policy, which is part of the [SACE Board of South Australia SACE Policy Framework](#) or the SACE Board's [Supervision and Verification of Students' Work Policy and Procedures](#).

Refer to [Breach of rules](#) for more details.

Acknowledgment

☐ The student has been informed of the breach and that this form may be submitted to the SACE Board.

Student Signature

Date

Subject Teacher

Date

Principal/Principal's delegate name

Principal/Principal's delegate signature

Date