



Breach of rules

- To be completed by the principal or the principal's delegate.
- For breaches of rules in external assessments, email this form to askSACE@sa.gov.au
- For breaches of rules in school assessments, keep this form at the school.
- Please read the [Breach of rules](#) page before completing this form.

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

Please 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. Please 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 up to the breach, and any actions taken.

Please include a copy of the student work whenever relevant. Where plagiarism or undue assistance is suspected, highlight the relevant section(s). The SACE Board may also 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

External assessment (submit form to the SACE Board)

For **examinations**, *please recommend* a penalty to be imposed by the SACE Board _____

For **investigations**, *please estimate* the proportion of the work that *can* be verified as the student's own work and *recommend* a grade that takes into account the portion that is the student's own work.

- Proportion that is student's own work _____
- Recommended grade for the student's own work _____

Note: Results submitted in [Schools Online](#) to the SACE Board for external assessments should *not* include the recommended penalty/grade. The SACE Board will apply an appropriate penalty, taking this recommendation into account.

Signature of student _____

Signature of subject teacher _____

[If the school is unable to obtain a signature, they should provide evidence that the student has been notified that this form has been submitted to the SACE Board] _____

Principal/delegate: Name _____ Signature _____

Signature of invigilator (examinations only) _____

Interview notes (submit form to the SACE Board)

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. Students must be informed that this form is being sent to the SACE Board. (Additional information can be submitted with this form).

School assessment (keep form at the school)

Any penalty for a breach of rules in a school assessment should be applied by the school. Teachers should not submit student materials for moderation where a breach of rules has been identified. Refer to the [Variations - moderation materials](#) page.

Notes on breaches of rules in SACE 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 considered serious enough to be brought to the notice of the SACE Board.
2. The rules for conduct in SACE assessments are explained on the [Breach of rules](#) page and SACE Board policies, and included on the students' assessment declarations and examination attendance slips.
3. Any student who does not comply with the rules and conditions printed on his or her assessment declaration or his or her examination attendance slip will be in breach of the rules, and penalties may apply. Students who are in breach of the rules may have their results for an assessment task, an assessment type, the school assessment component, or a subject cancelled or amended, as determined by the school and/or the SACE Board. Students who are in breach of the rules in an external examination may have their results for the examination cancelled or amended, as the SACE Board determines.
4. If any student is found breaching examination rules, he or she must be permitted to complete the examination unless that would in any way prejudice the other students' chances of completing the examination under normal conditions in the same room; in such a case the student may be permitted to complete the examination under supervision in a separate room. Any interview with the student considered necessary must be conducted with two people when the examination is finished. The student must be informed that a report is being sent to the SACE Board of South Australia.
5. A grievance 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 the [Breach of rules](#) page for more details.)

Refer to the SACE Board's [Supervision and Verification of Students' Work Policy and Procedures](#) for information on breaches of rules in SACE assessments.