



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 SACE.SchoolsOnlineSupport@sa.gov.au
- For breaches of rules in school assessments, keep this form at the school.
- Please read [Information sheet 3](#) 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 it, and details of what happened afterwards. Two people should be present during any interview with the student. (See page 2 of this form for interview notes.)

Give details of any evidence attached to this report. Please attach a copy of the student work whenever relevant. Where plagiarism is suspected, highlight the relevant section(s).

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 _____
(required)

Principal/delegate: Name _____ Signature _____

Signature of invigilator (examinations only) _____

School assessment (keep form at the school)

Any penalty for a breach of rules in a school assessment should be applied by the school. If the student's work is selected in the sample to be submitted for final moderation, the school should complete [Form 27](#) and submit the form with the sample. Details of any penalty imposed should be included on Form 27.

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 set out in [Information sheet 3](#) and SACE Board policies, and printed on students' assessment declarations ([Form 1](#)) 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, and be liable to such further penalty, whether by exclusion from future examinations or otherwise, 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. 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 [Information sheet 3](#) 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.

Interview notes
