



ST. LOUIS SCHOOL
Circular No. 058 (21-22)

5th October, 2021

Dear Teachers,

Examination-related disciplinary matters (2 pages)

For invigilators

1. Please ask the students to clear their desk drawers before the examination.
2. Please ask the students to switch off their electronic devices (including smartwatches) and place all other personal belongings under their chairs before the examination starts.
3. Please make sure that the students have emptied their pockets before they go to the washrooms.
4. Please refer to the guidelines below when handling suspected cheating.
5. Please make sure that all the students have left the corridor quietly after the examinations.

For class teachers

Please remind your class of the following:

1. Please ask your students to **clear all their personal belongings** from their classrooms (e.g. desk drawers) and make sure that there is **no graffiti** on their desks
2. Before the examination starts, please ask the students to make sure that their mobiles and other electronic devices have been switched off and to place all other personal belongings under their chairs.
3. Please ask them to place mobile phones and other electronic devices under their chairs so that the invigilator can see them.
4. Invigilators should ensure that students have emptied their pockets before they go to washrooms.
5. If a student is found checking his mobile or any electronic device (except for approved calculators) during the examination, he will be given a major demerit and zero mark for the paper.
6. If the mobile of a student rings or is found not to be switched off during the examination, he risks mark penalties.
7. During the examination period, students should always remain silent in the classrooms.
8. In case a student wishes to drink water during the examination, he should first obtain the permission from an invigilator.
9. Students should leave the classrooms and corridors as soon as possible once the invigilator has announced that they might leave. They should keep quiet until they have left the corridor.

For all teachers

7. C. Handling of suspected cheating (from *Guidebook p21*)

1. Please bear in mind that the goal of handling cheating is not chiding but education and upholding the fairness of the tests and examinations.
2. The student involved has the right to complete ALL his tests or examinations.
3. The influence of investigation made on the student's tests or examinations should be minimised.
4. ALL evidence should be preserved by the teacher(s) involved as soon as possible for the sake of investigation. **The student should be allowed to complete the test or examination in his original seat. The invigilator should take the student to the school office right after the test or examination ends.**
5. Please identify the witnesses (if any). They will be invited to complete case description forms.
6. The invigilator should complete a case description form (a report giving the details of the case). The student should sign on the report if he agrees on the content. If not, the student should provide a written explanation or a case description.
7. Please inform the vice-principals or discipline master as soon as possible.
8. The teacher(s) involved should **always pay attention to the student's emotion**. Please avoid embarrassing or humiliating him by any means.
9. The investigation and interrogation should never be conducted publicly.
10. The student involved **should not be left alone until the end of investigation (if he is proved innocent) or his parent arrives at school and takes care of him (if he is proved responsible)**. If he is proved responsible, the school will ask his parents to take him home. If he is proved innocent, still, his parent should be informed of the incident.
11. The student should be taken to the school office if there is/ are still test(s) or examination(s) to be taken on that day. The student will be allowed to complete ALL his tests/ examination. Generally speaking, no thorough investigation or interrogation will be conducted until he has completed ALL the tests/ examinations on that day.
12. The teacher(s) involved should ask the student whether he would like to take the test(s) or examination(s) separately. If so, he will be arranged a room with an assigned invigilator. If not, the invigilator of the original test/ examination room and the teacher at the corridor should be informed of the suspected case. They have to **pay special attention** to the student (e.g. accompanying the student if he goes to the washroom).
13. An ad hoc meeting comprising the school management, the discipline master, the invigilator or staff on duty, the student's class teacher, the setter and the marker of the examination should be called promptly for judgement of the case and penalty decision once the student is proved responsible.

Discipline Team
for Principal