

Cheating - Final Exam (Common Summative Assessment/ Diploma Exams) Invalidation

If a student is suspected of not following the expectations outlined regarding the administration and security of final exams/Common Summative Assessments/ Diploma Exams (exam invalidation), the following procedure will be enacted:

1. The supervising teacher who observes or who receives a report of suspected exam invalidation will be asked to provide a written statement of what they observed to the principal.
2. If other students observe potential exam invalidation, they will be asked to provide a written statement of what they observed to the principal.
3. The student who is suspected of potentially invalidating their exam will be asked to provide a written statement of the details of the event to the principal.
4. The principal will submit the aforementioned documents to ECSD's Division Monitoring. This department will determine whether the student invalidated their final exam or in the case of a **Diploma Exam**, will make a recommendation to Alberta Education which either supports the invalidation of the Diploma Exam or which indicates that it is the Division's opinion that, while there were Diploma Exam administrative irregularities, the student did not invalidate their Diploma Exam. In the case of a Diploma Exam, Alberta Education will make the final determination whether the exam is invalidated or not. If it is determined that a Diploma Exam has been invalidated, the student will be required to re-write the Diploma Exam during a subsequent exam schedule.
5. In the case of a **Common Summative Assessment (CSA)**, if it is determined that the exam has been invalidated because the student did not follow the exam procedures that were communicated, they will be awarded a mark of 0% for the exam. If there are two parts of a CSA (English or Social Studies Part A and Part B), if the Part A of the exam is found to be invalidated, the student will be permitted to write the Part B of the exam without academic penalty. A student will not have the opportunity to re-write an exam which had previously been invalidated – namely the student will not have a second opportunity to write the CSA if in the first instance it was found that the exam was invalidated.
6. Parents/Guardians will be advised by the Principal, Assistant Principal, or Grade Coordinator of the event and any decision made regarding the invalidation of a Diploma Exam or CSA.