

**St Peter's College**  
**Breaches of the Rules - Internal Assessment**

- a. These breaches of the rules for internal assessment apply to all internally assessed assessment standards at St Peter's.
- b. In relation to internal assessment St Peter's may undertake an investigation into any report of the following kinds of conduct (called a "breach of the rules of internal assessment")
  - i. **Failure to follow instructions** – a Candidate or another person is reported to have failed to follow the instructions of the staff member or other external person (such as those of an examination supervisor) whether knowingly or unwittingly, or to have failed to follow any requirements of the St Peter's College Instructions to Candidates or the supervisor's instructions.
  - ii. **Influencing/assisting/hindering Candidates or disrupting the external assessment** - a Candidate or person is reported to have influenced, assisted or hindered one or more Candidates, or otherwise disrupted an external assessment whether knowingly or unwittingly:
  - iii. **Dishonest practice by a Candidate** - a Candidate or another person is reported to have knowingly or unwittingly:
    1. in an internal assessment attempted to access information or materials or help from another person;
    2. altered returned internal assessment materials prior to seeking a review or reconsideration;
    3. engaged in any other practice that might result in an advantage to the Candidate or other Candidates:
  - iv. **Inauthentic material** - a Candidate is reported to have submitted material for assessment that is not their own, whether knowingly or unwittingly:
  - v. **Impersonation** - a person is reported to have impersonated or dishonestly claimed to be a Candidate entered for an internally assessed standard, in which case these Rules may apply to the alleged impersonator, to the Candidate who has allegedly been impersonated, and to any other person who may have assisted or concealed the impersonation.
- c. Before deciding whether or not to undertake an investigation, St Peter's College may seek to clarify the reported conduct.
- d. Where St Peter's College has initiated an investigation, a Candidate or other person whose reported conduct may have possibly breached these Rules will be informed of any relevant information or reports, indicating the
  - i. conduct that may have been in breach of the rules;
  - ii. rule/s that the conduct may have breached;
  - iii. process that will be followed; and
  - iv. entries and any results that may be withheld until the investigation is completed and a decision is reached -and will be invited to make written comment or face to face meeting with St Peter's College about their conduct within 5 days.

- e. Investigation into a possible breach of the rules of internal assessment by a Candidate or other person may involve consultation with the staff member in the relevant faculty or any other person able to provide relevant information.
- f. While St Peter's College is investigating a possible breach of the rules of internal assessment it may suspend the release of all or part of the results of any Candidate who is believed to be involved, until a decision is made as to whether or not a breach has occurred.
- g. If, at any stage of the investigation, St Peter's College receives written comment from the Candidate or any other person which explains their conduct and satisfies St Peter's College that a breach by the Candidate or other person has not occurred or is not proven, any entries and results which may have been withheld will be released and no further action will be taken.

*Decision making process*

- h. After any written comment is received from the Candidate or other person within the 5 business days, or on or after the expiry of the 5 business days if no written communication is received, a decision will be made by the Deputy Headmaster Curriculum/Principals Nominee on the reported breach of the rules of internal assessment, taking into consideration all the information received, when the Deputy Headmaster Curriculum/Principals Nominee reasonably believes there is sufficient information upon which to make an informed decision.
- i. The Candidate or other person will be informed in writing of the decision by St Peter's College and, if a breach is found, the penalties (if any) to be imposed.
- j. Where St Peter's College considers a formal face-to-face meeting would assist in eliciting information upon which an informed decision can be made, the Candidate or other person will be invited to the meeting and may bring a support person with them.
- k. Following the meeting with the Candidate or other person, Deputy Headmaster Curriculum/Principals Nominee will decide on whether the reported conduct was a breach of the rules of internal assessment, and if a breach is found, on relevant penalties; and

*Penalties that may be imposed*

- l. Where the decision is that the Candidate or other person has breached the rules of internal assessment, the Candidate or other person will be given a formal warning and any one or more of the following actions may be taken:
  - i. permanent withholding of the entries and results of the Candidate or other person in relation to the internally assessed assessment standard/s where breaches were established (note that this will not include results in other internally assessed assessment standards from the current or previous years unless justified by the investigation outcome)
  - ii. conditions placed on the Candidate or other person when entering further internal assessments including, but not limited to, an agreed code of conduct:
  - iii. disqualification of the Candidate or other person from entering further internal assessment at St Peter's College in specified assessments or for a specified period of time.
- m. St Peter's College may refer any breach of the rules to relevant authorities (including the NZQA or Police where criminal behaviour is believed to have occurred) for consideration by those authorities (for example in the case of impersonation).