



ST. LOUIS SCHOOL
Circular No. 006 (25-26)

1st September, 2025

Dear Parents/Guardians, Teachers, Staff and Students,

**RE: GUIDELINES FOR ACTION TO BE TAKEN IN CASE OF
SUSPECTED CHEATING DURING TESTS/EXAMS**

A. DEFINITION OF CHEATING

A candidate commits cheating during a test or an exam if he is found:

- (1) **Copying** from the answer scripts of other candidates;
- (2) **Obtaining** improper information from books, dictionaries, notes, paper, notebooks, diaries, electronic dictionaries, databank watches, mobile phones, websites, SMS and any other digital communication devices;
- (3) **Communicating** personally, or via any communication media, with other candidates or with persons, inside and outside the examination room.

B. IMMEDIATE ACTION

- (1) The books, notes, digital communicating devices, etc. should be removed immediately and kept as **evidence**.
- (2) The candidate who is suspected of cheating (or together with other candidates who are in collusion with him) should be **allowed to finish** the test or the examination of that session in his or their original seats and should be warned that he or they may be disqualified from sitting that paper. For the remaining session(s) of the test or examination of the day, the candidate should be **brought to the General School Office** and be allowed to sit for papers. The case would be handled at the end of that test or examination day.
- (3) The invigilator, or other staff on duty, should make a **report** giving the details of the suspected cheating (such as the time when the offence was discovered, where the candidate put the cribbed materials, or how the electronic devices were used.)
- (4) The candidate should **sign on the report** to show whether he accepts it or not. If he does not accept the report, he should be allowed to provide a written explanation before he leaves the classroom or the school hall.
- (5) The invigilator, or other staff on duty, should escort the candidate, together with the report and evidence to the General School Office and inform the school management (principal or the vice principals) and the discipline master. **Parents/Guardians should be contacted** in the presence of the candidate and asked to come to school to take care of his/her child. An **ad hoc meeting** comprising the school management, the discipline master, the invigilator or staff on duty, his class teacher, the setter of the examination and panel chairperson should be called promptly for judgment of the case and penalty decision. The candidate should be kept in company until the parent's/guardian's arrival.
- (6) Whether a conclusion has been made or not, the candidate should be **handed over to the parent/guardian** upon the latter's arrival.

C. PENALTY

Once the candidate is admitted guilty of cheating, he or they should suffer a penalty. Depending on the seriousness of the offence, the penalty can be the following:

- (1) **Verbal/ Written warning:** Apart from verbal or written warning, this offence or misbehaviour may be written in the school record.
- (2) **Mark penalty:** In normal case, zero mark should be given to the whole script.
- (3) **Downgrade:** In normal case, the conduct of the candidate should be downgraded.

D. ATTEMPTED CHEATING

Students who attempt to cheat, though not leading to the actual cheating behaviour, have already violated the examination regulations and would risk mark penalty and downgrade in conduct.

Administrative Affairs Team
for Principal