



S BUYS ACADEMY FRAUD POLICY

This policy applies to any fraudulent activity or suspected irregularity involving a learner registered with S Buys Academy.

Disciplinary action (temporary or indefinite suspension from Academy/penalty fee/report to SAPC) will be taken against any learner found guilty of any irregularity before, during, or after completion of their Learning Activities, Formative Assessments, Assignments, Audio-Visual Attendance Answers or Summative Assessments as determined by the Academic Council.

Principles:

1. Any form of cheating, fraud and/or plagiarism by a learner is directly against the statute of the Academy.
2. Any learner suspected of fraudulent activity will be managed according to this policy.
3. If a learner is caught in any fraudulent activity, an investigation process will commence, which might lead to temporary suspension or indefinite suspension.
4. The learner has the right to appeal against a suspension.
5. If found guilty of any fraudulent activity, the learner's course will immediately be placed 'ON HOLD', pending investigation and until the Academic Council decides on the disciplinary action against the learner.
6. The disciplinary action is handled on a case-to-case basis. It is subject to the severity of the fraudulent activity of the learner as well as the evidence against the learner.
7. An indefinite suspension determined by the Academic Council is final and cannot be appealed against.

Please note: When a learner's course is placed 'ON HOLD,' the learner will not be able to participate in any Assessments for the period (no Assessments will be allowed to be booked, and already booked Assessments will be cancelled). Any other ongoing actions will be stopped immediately during this period, e.g., certification process, etc.

Rules applicable to Summative Assessment sessions (but do not exclude any other form of fraud not stipulated):

1. No cell phones or bags may be in the learner's possession.
2. The learner may have in their possession a black pen, ruler, pencil, eraser and calculator only.
3. No reference books may be taken into the assessment venue.
4. The learner may not have any form of Summative Assessment material other than those issued by the assessor.
5. The possession of a Formative Assessment memo during Summative Assessment is prohibited.
6. No notes (handwritten, typed or electronic) may be in the possession of the learner.
7. Talking to other learners during Summative Assessment.
8. No learner may leave the assessment venue during the summative assessment.
9. Should a learner need to visit the restroom, they must be accompanied by an assessor/invigilator.
10. All electronic devices (cell phones, smart watches, laptops, notebooks, tablets or any other electronic device) must be switched off and in the learner's bag. An electronic device may not be in the possession of the learner during the assessment session.
11. An electronic device may not be used as a calculator during assessments. Students must ensure they bring their own calculators, which must be working.
12. If an electronic device rings/buzzes during an assessment session, the learner will be fined R100.

Rules applicable to the completion of assessment tools, i.e. learning activities, assignments, Formative Assessments and audio-visual attendance answers (but do not exclude any other form of fraud not stipulated):

1. Learners are not allowed to work together. All work should be the learners' own work.
2. No parts of any assessment tools may be copied from another learner, the tutor guide, the internet or any other resources (no plagiarism).
3. Signatures may not be counterfeited.

Suspension rules and penalties:

1. A first-time fraudulent activity will lead to a temporary suspension and a penalty fee.
2. A first-time fraudulent activity might lead to an indefinite suspension (depending on the severity of the irregularity).
3. A second-time fraudulent activity will lead to an indefinite suspension.
4. A learner might be reported to the SAPC.
5. With an indefinite suspension, the learner will forfeit all funds already paid towards the course.
6. The Academic Council will use the following table to determine an outcome:

Fraudulent Activity	First-time Fraud Outcome	Second-time Fraud Outcome
The use of electronic devices (cell phones, smart watches, laptops, notebooks, tablets or any other electronic device), regardless of the reason, during the SA.	Temporary suspension	Indefinite suspension
Notes (handwritten, typed or electronically) in possession during SA	Temporary suspension	Indefinite suspension
Using a cell phone as a calculator during a SA	Temporary suspension	Indefinite suspension
Talking to other learners during a SA	Temporary suspension	Indefinite suspension
Copying another learner's work, tutor guide, internet or any other resource and presenting as own (Plagiarism)	Temporary suspension	Indefinite suspension
Counterfeited signatures	Indefinite suspension	Indefinite suspension
Being in possession of official Academy documents (i.e. SA or FA papers or memorandums)	Indefinite suspension	Indefinite suspension
Failure to inform the Academy that official Academy documents are in the possession of a learner	Temporary suspension	Indefinite suspension