



Procedures in cases of academic dishonesty

Academic dishonesty is taken seriously at Komvux Helsingborg. Cheating is not accepted on any type of test or assignment.

What is cheating?

All usage of materials which are prohibited during tests (e.g. dictionaries, "cheat sheets," mobile phones, and the like) is considered as cheating. Students may only use those educational aids that are required by the test. Jackets, coats, bags, etc. must be kept in the place in the classroom that is designated for these items. Furthermore, all communication – such as whispering, speaking, and making gestures – with people other than the person administering the test, will be regarded as cheating. If a student is expecting an important phone call from a doctor (or the like) during the test time, he or she should leave his or her mobile phone with the person administering the test, together with information about the expected caller.

With assignments that are to be handed in, any copying of material, in which the original material is not cited, is regarded as cheating. It is not permitted to turn in, or present as one's own, material that someone else has written or said, regardless of whether it was found in newspapers, magazines, books, the internet, or some other source. This applies to translations, as well.

Preventative measures

The teacher will make clear which aids are permitted during tests and written assignments, as well as what students should do with their mobile telephones, jackets, and bags in the room where the test is taking place.

Each teacher will inform his or her students about how to cite sources in the various assignments to be handed in.

If someone is caught cheating

If it is discovered that a student is cheating during the test, the student caught cheating will not be allowed to continue taking the test. The invigilator will take the test and the student will have to leave the room. The same rule applies if the student has a piece of paper or something else which the teacher asks to inspect, but which the student refuses to give up for inspection. Afterwards, the invigilator informs the student's teacher, who in turn contacts the headmaster to arrange a meeting regarding the case of academic dishonesty. This meeting will include the student, the teacher, and the headmaster. The case will be documented in the *Conversation*

regarding academic dishonesty form. The teacher is responsible for bringing this form to the meeting with the headmaster.

If someone is caught cheating on several occasions, he or she risks being suspended from school. (Swedish School Law, chapter 5, paragraph 17)

