SCHOOL DISCIPLINARY RULES

Merahan Code of Conduct

This is a set of expectations/rules intended to nurture Merahans to be ready for school and life beyond school. In both word and deed, Merahans are expected to demonstrate the following values:

a. Respect for the code of conduct. All students should seek to understand the rationale for the expectations/ rules. All students must abide by the expectations/ rules.
b. Integrity in behaviour and action. All students must face up to the disciplinary consequences to correct their actions, should they violate the code of conduct.
c. Self-discipline. All students must regulate their own behaviour and actions, according to the code of conduct.
d. Empathy. All students must conduct themselves in ways that promote physical, social, emotional and mental well-being of others.

1. School Image and Representation

a. The school has sole discretion in determining what will be appropriate representation of the school's name, image, logo and uniform.
b. Students should not
   i. Use the name, image, logo and uniform of the school in a way that disparages the school in any circulatory media (e.g. social media, video, print).
   ii. Disseminate disparaging information and images of school staff and students in any circulatory media (e.g. social media, video, print).

2. Respect for the Country

The flag raising ceremony reminds every student that they are a valuable member of the school, community and country. To start the day right, the following is to be adhered to:

a. All students should be respectful and stand at attention when the national anthem is played.
b. Students who are Singapore citizens must sing the National Anthem and take the Pledge.
c. Students will take the Pledge with the right fist placed over the heart

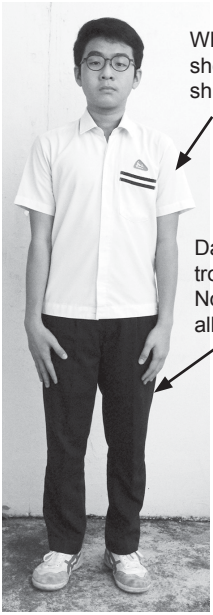
3. School Uniform

The uniform and other prescribed attire are reminders of the common space the school strives to create for students. The following is to be adhered to:

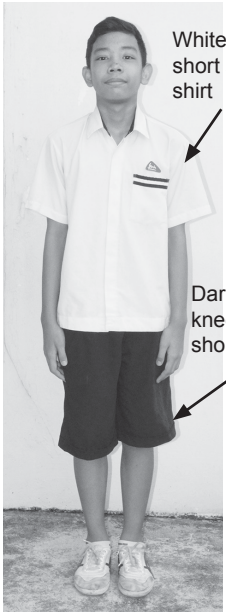
a. Students are to wear the prescribed school uniform. Modification to the uniform is not allowed.
   - PE attire must be worn during PE lessons. Students must change into full/half-uniform at the end of their PE lesson as per school requirements.
b. Students are to wear school-appropriate socks and shoes (e.g. canvas, sports). These should be free of potentially offensive words, slogans, logos, pictures and/or cartoons.
c. Any deviations in attire, footwear and accessories must be supported by doctor's memo or parent's letter and are subjected to school approval.
d. Students must not wear accessories (e.g. coloured contact lenses, jewellery, rings) or make-up while in uniform.
   - Only girls are allowed to wear only one pair of plain gold or silver studs or transparent ear sticks on their earlobes. Multiple earrings or other piercings are not permitted.



Girls



Upper Sec Boys



Lower Sec Boys

4. Grooming/Appearance

The way students present themselves in terms of physical appearance in school and in public has a direct impact on the image of themselves, their families and the school. The following is to be adhered to:

a. All students are to be tidy and presentable in appearance.
b. Nails must be short and not be varnished or coloured.
c. Hair must not be permed or dyed.
d. Male students must be clean shaven and neat in appearance.
   - Hair at the back should not touch the shirt collar. Hair at the front should be above the eye-brows. Hair at the sides should not touch the ears. Hair at the crown should not be too bushy.
e. Female students with hair longer than shoulder length must have it neatly tied up. Fringes beyond the eye-brows should be pinned up or tucked behind the ears. All ribbons/rubber bands/hair clips must be navy blue/black in colour.
f. Body piercing (nose stud, tongue stud etc) is not permitted. This includes henna, tattooing and all forms of skin tainting whether temporary or permanent, except for school-approved events.

5. Behaviour/Conduct

The way students conduct themselves in school and in public has a direct impact on themselves (e.g. educational progression, personal safety), their peers (e.g. safety and security) and the image of the school. The following is to be adhered to:

Attendance

a. Attendance in school is compulsory. Absence from school is permitted only when it is supported by a Medical Certificate (MC) or a parent's letter with valid reasons. Students are to be present and punctual for all school functions, lessons and CCA.

b. Absences from school must be supported by valid reasons, defined as follows:

Types of Absence	Valid in the form of:
Core and co-curricular programmes and school functions	1. Medical Certificate 2. Letter of excuse from parent/guardian
Weighted Assessments (WAs)	1. Medical Certificate 2. Letter of excuse from parent/guardian
End-of-year and preliminary examination	• Medical Certificate only

c. Students with prolonged absences without valid reasons will face disciplinary consequences [refer to page 16].

Punctuality

a. Students must be punctual to school for morning assembly and to class for all lessons.
b. For morning assembly, students who are not at the designated assembly area by the start of morning assembly at 0730h will be considered late.
   - Students must be in full or half school uniform for morning assembly. Attire (includes grooming) checks will be conducted daily. Students with improper attire will be booked.
   - Students who arrive in school after 0730h must report to General Office for attendance taking. They will be issued a late - coming slip, to be submitted to the subject teacher, before they can access the lesson venue.
c. For lessons, students must be punctual for all lessons and should arrive at the venue within five minutes after the bell. Attendance will be taken before lessons begin, and latecomers will face disciplinary action.
d. Repeated late-comers will face disciplinary consequences [refer to page 17]. This will have an impact on the selection process for academic-related, CCA- related and Edusave-related awards.

Conduct during lesson time

a. Students should greet the teacher at the beginning and end of each lesson.
b. Food should not be brought from the canteen into classrooms.

Readiness to learn

a. Students are to be respectful. They should not use vulgarities or offensive words and/or actions that hurt others and/or damage properties.
b. Students are to have integrity. They should not engage in any deceitful acts (e.g. cheating, forgery, lies).
   - Students who engage in deceitful and disruptive actions during the conduct of assessments (e.g. WAs, examinations) will face disciplinary consequences [refer to page 21].
c. Students are to have self-discipline and empathy. They should complete all assigned homework by the due date. They should not be a disturbance to their peers and staff of the school.
d. Students are expected to abide by classroom routines and teachers' instructions promptly to ensure smooth learning for all.
   - CHAMP is the routine for the start and end of a lesson.
     - o Clean the venue at the start and end of a lesson
     - o Hands off digital devices including during toilet breaks
     - o Access to learning materials
     - o Minimise movement outside class
     - o Presence of mind (e.g. punctuality, attire, volume of noise)

- SEDIA is the routine during a lesson.
  - Sit up straight
  - Eyes on presenter
  - Do your work well
  - Interact respectfully
  - Ask appropriate questions
- RISE is the routine for self-directed lesson when a teacher is not in class.
  - Respect: Be mindful and not disturb others.
  - Integrity: Be honourable. Complete the work assigned.
  - Self-discipline: Be on task. SEDIA!
  - Empathy: Be responsive. Seek help next door in case of emergency

Civic consciousness/graciousness

a. School adopts a Zero Tolerance Policy on bullying. We are committed to maintaining a safe and caring environment where every student is treated with respect and dignity.
   - Bullying refers to repeated or persistent behaviour that is intended to cause hurt, distress, or humiliation to another person.
   - Any form of bullying, whether physical, verbal, social, or online—will be taken seriously.
   - All students are encouraged to speak up and report any bullying incidents to a teacher, school counsellor, or any trusted adult.
   - Students found to have engaged in bullying will face appropriate disciplinary action and receive guidance or counselling to support positive change.
b. Students must respect school property and follow the rules of engagement. They are to:
   - use school facilities responsibly and safely at all times and refrain from any form of vandalism.
   - report school property that is damaged or defaced.
   - move quietly along corridors, stairways, and linkways.
   - refrain from using the lifts. Students who need to use the lift due to medical reasons must seek approval from their Form Teacher.
c. All parts of the school premises are to be kept clean at all times.
   - Food/drinks must be consumed within the canteen.
   - Students are prohibited from visiting canteen to buy food or drinks if it is not their designated break time unless granted special permission by the staff.
d. In the canteen, students are to
   - queue up in the canteen to buy their food/drinks.
   - return the utensils to the designated receptacles after eating/ drinking.

Valuables

a. Students are highly discouraged from bringing expensive items or large sums of money to school. They are responsible for the safekeeping of their personal belongings to prevent loss, damage, or theft.
b. Students are to be responsible for their belongings and should not leave them unattended or in plain sight. The school will not be held liable for any loss or damage resulting from negligence or irresponsible behaviour.

Safety and security

a. Students can leave the venue of instruction only if permission is granted by the teacher.
b. Students who wish to leave the school during school hours for valid reasons (e.g. unwell, medical appointments) must inform the Form Teacher/ Year Head before reporting to the General Office. They will only be allowed to leave the school after approval is provided by the parent/ guardian.

c. Smoking, vaping, substance abuse, theft and gangsterism are serious offences. Engagement in these activities will result in disciplinary actions and/or referral to the official authorities for further actions.

d. All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which can be used or intended to be used to cause harm to others.

e. Students are not allowed to bring items used for gambling purposes.

6. Responsible Use of Electronic and Digital Devices and Wireless Network Technology can be both a blessing and a curse, depending on how the users are tapping on it. Students are expected to use electronic and digital devices responsibly at all times. Corrective action will be meted out to students for inappropriate use of mobile phones, electronic and digital devices.

Electronic devices (e.g. mobile phones, personal learning devices)

a. Refrain from using all electronic and digital devices during school hours unless permission is granted by the school/staff to do otherwise.
   - Parents/ guardians who need to contact your child/charge during curriculum hours can call the General Office at 64748934.

b. Respect the privacy of students and staff. Students must not use the devices to record/ video/ take pictures of others and/or circulate these without permission.

c. Creation or transmission of any image, data or other material which is offensive, defamatory, obscene, indecent or that may offend human dignity, including gender, race, culture or religious beliefs.

d. Users of personal learning devices (PLD) are expected to abide by the PLD – Acceptable Use Policy (AUP) Agreement in subsequent pages.

Use of the school's wireless network

a. Access to the network is meant only for authorised individuals.

b. Users must not

i. Tap on network resources, connect equipment or services or software to the network to spam and/or spread viruses, hoaxes and other programmes that can damage or disturb other people or services available on the school's wireless network.

ii. Damage, destroy, attempt to gain unauthorised access to data or violate the privacy of other users, including interception or disclosure of passwords, and other sensitive 'personal data' as defined by the laws on the protection of privacy.

iii. Carry out any other activity prohibited by Singapore Law, by the International rules, regulations and practices ("Netiquette') of use of other networks and of network services that may be accessed.

PLD-Acceptable Use Policy (AUP) Agreement
Bukit Merah Secondary School

Dear Student,

Technology is an essential part of learning in today's world. This Acceptable Use Policy (AUP) establishes guidelines on the appropriate use of EdTech resources to help you understand how to use these resources safely and responsibly, in line with efforts to develop your digital literacies and growth as digitally responsible citizens.

This policy applies to all students in this school and the use of our school's EdTech resources, equipment and resources, as well as users' personal devices (e.g. mobile phones). ICT facilities, equipment and resources include the following, but are not limited to, school's internet network, IT Lab, hardware (e.g. laptops, tablets, computers), software (e.g. school's learning management system, productivity software, online tools) and peripherals (e.g. projector, scanner, camera).

For more information, please refer to:
Student Kit on Cyber Wellness and Learning with a Personal Learning Device - https://go.gov.sg/cw-studentkit

General

1. You should not attempt to access data, system and information that you are not authorized to.
2. You are reminded that the use of learning devices and school's EdTech resources should solely be for the purpose of learning.

Using your PLD

3. You are responsible for your PLD. In the event of loss or theft of the device, you must make a police report and report the matter to the school.
4. In order to have a positive learning experience, you should ensure that your PLD is fully charged before bringing it to school daily.
5. You are reminded to keep your PLD updated by installing the relevant patches and updates when being prompted by the system.
6. All PLDs are installed with a Device Management Application (DMA) to support a safe and conducive learning environment. You should not attempt to bypass the DMA.
7. You are responsible for regularly backing up your learning materials in your PLD to prevent data loss.

Being a Responsible Digital Citizen

8. You should interact with others in a respectful and responsible way. You should not post online remarks that are:
   - racially and/or religiously insensitive,
   - vulgar and/or offensive, or
   - hurtful to others.
9. You should not use any devices to
   - store, modify, create or share content (e.g. documents, presentations, pictures and videos) that is inappropriate (e.g. indecent, pornographic, defamatory, hurtful to self or others).
   - make threats, cause harassment or embarrassment, impersonate or intimidate others.

10 You should not use MOE/school-deployed ICT system accounts for any commercial activities (e.g. buying and selling of goods and services).
11. You are reminded that threats, harassment, embarrassment, impersonation and intimidation to others is a chargeable offence under Singapore Legal System.

Respecting Copyright

12. You are reminded to obtain explicit permission from the content owner(s) before downloading, copying or sharing any copyrighted materials (e.g. pictures, videos, music).
13. You should not use, copy, edit or share digital files in an unauthorised or illegal manner. Any attempt is an act of vandalism and you will be subjected to disciplinary action in accordance with school's discipline policy.
14. The rights of all materials and data created using the school's EdTech resources are jointly owned by the school and the user.

Using Artificial Intelligence (AI)

15. You must ensure that you meet the minimum age requirement specified in each AI tool's age restrictions before using it.
16. If the use of AI is permitted, you should acknowledge the use of AI in weighted assessments and homework as required.
17. You are to practice academic integrity and be responsible for your own learning when using AI. Understand that you are ultimately short-changing yourself if you pass off other's work as your own.

Staying Safe and Secure Online

18. You should report any incidents (e.g. unusual device behaviour or inappropriate use of devices), to the school.

19. You should exercise caution regarding the limitations of AI tools, including potential inaccuracies / fabricated responses, inherent biases and outdated information.
20. You are reminded to develop online safety habits. This includes not disclosing personal access credentials (e.g. MIMS password, PLD passcode, etc.), sensitive personal data (e.g. home address, passwords) online or on AI platforms, verifying credibility of online content before sharing, avoiding clicking on suspicious links or downloading unknown files, and being cautious when interacting with others online (e.g. on social media) by not engaging with strangers.

Digital Wellbeing and Balance

21. You are reminded to balance screentime with other activities including physical exercise and face-to-face social interactions.
22. You should avoid excessive use of your devices outside learning hours.
23. You should take regular breaks to rest your eyes and mind.
24. You are reminded to practice good sleep hygiene by not using your devices one hour before bedtime.

Device Care

25. You are responsible for the general care of your devices.
    - No food or drink is allowed next to your device at all times.
    - Cords, cables, and removable storage devices must be inserted carefully into the device.
    - Never carry your device while the screen is open unless directed to do so by a teacher.
    - Devices should be shut down when not in use to conserve battery life.
    - Devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
    - Do not expose your device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.

26. The device screen could be damaged if subjected to rough treatment. The screen is sensitive to damage from excessive pressure. Do not lean on or place items near the device that could put pressure on the screen.

Violation of any policies, rules or administrative procedures may result in a temporary suspension or revocation of the student's account. The student may also face disciplinary action in accordance with the school's discipline policy.

Offences and Disciplinary Consequences

1. Type of Offences

MINOR

a. Skipping school curriculum/programme/activities/functions without valid reasons
b. Infringement on policies related to the use of mobile/digital devices
c. Late-coming to school, class, CCA and any other school-related activity
d. Acts of mischief (e.g. pranks) that did not amount to hurt others
e. Use of vulgarities/obscenities/inappropriate language and tone, in the presence of staff or schoolmates.
f. Inappropriate use of mobile phones/digital or electronic devices
g. Inappropriate attire and grooming
h. Mishandling of school property

SERIOUS

a. Recalcitrant of minor offences (4th time onwards)
b. Disruptive behaviour that affects learning of others, discipline, or school order
c. Truancy
d. Vaping
e. Leaving school grounds without permission
f. Gambling and/or items brought with intention to gamble
g. Any act of bullying, harassment, or intimidation resulting in physical, emotional, or psychological harm, or done with the intention to cause hurt
h. Open defiance and/or rudeness to staff members/visitors to school
i. Use of vulgarities, obscenities, abusive language or gestures directed at staff or schoolmates
j. Any act or conduct that brings disrepute to the school's image in school premises or public spaces
k. Acts of vandalism/arson/damage to property
l. Cheating
m. Theft
n. Assessment- related offences

VERY SERIOUS

a. Possession/consumption of prohibited items, including weapons, narcotics (e.g. cigarettes, vape), drugs and alcohol
b. Shoplifting
c. Severe bullying
d. Vaping (with etomidate)
e. Fighting/assault

f. Possession/viewing of pornographic materials
g. Involvement in secret society activities
h. Rioting/unlawful assembly
i. Sexual misconduct
j. Gangsterism
k. Grievous hurt
l. Other criminal offences/ police cases which involve criminal proceedings

***The school reserves the right to mete out appropriate consequences (including involvement of police) without prior consultation with parents, if a student is behaving in any other way detrimental to the moral tone of the school and/or is involved in and/or is a victim of criminally liable incident.**

2.Process for Managing Reported Incidents of Student Misconduct

We are committed to a fair, educative and confidential process in line with MOE guidelines. The following outlines the steps of investigation parents can expect when an incident is reported to the Student Management Committee.

Day 0: Incident Reported School records the case and starts the investigation timeline.
On the day of incident reporting (Cases involving injuries or criminal activities) Parents/guardians will be contacted.
3–5 Working Days (Most Cases) Straightforward cases are usually concluded within this window.
Up to 21 Working Days (Complex Cases) Cases with multiple students/witnesses or evidence checks may take longer. Updates to be provided every 5–7 working days.
Closure School will inform you of the outcome and/or follow up support for your child.

“Working days” are Monday–Friday on official school days. For urgent safety issues, the school acts immediately and updates parents as soon as possible.

Points of Contact
- Form Teacher (primary liaison)
- Year Head/ Discipline Committee (for discipline or safety matters) via the General Office during school hours

BMSS appreciates parents’ partnership in supporting a safe and conducive environment for all students.

Disciplinary Consequences

Frequency Of Offence	Minor	Serious	Very Serious
1	• Verbal warning by FT/YH/Discipline Comm • Parents to be informed by FT/YH/Discipline Comm • Rectify attire or grooming concern immediately (if applicable). • Recorded in the Student Management Portal (SMP) by YH	• 1 to 3 days of detention • And/or suspension* • And/or 1 stroke of the cane (with aggravating factors) • And Conduct grade adjustment • Parents to be informed by FT/YH/DC and reminded of school expectations and consequences. • Recorded in the SMP by YH	• 3 to 5 days of detention • And/or suspension* • And/or up to 2 strokes of the cane • And conduct grade adjustment (no better than 'Fair') • Parents to be informed by FT/YH/DC and reminded of school expectations and consequences. • Recorded in the SMP by YH
2	• Verbal warning by FT/YH/Discipline Comm • Parents to be informed by FT/YH/DC and reminded of school expectations and consequences. • Recorded in the SMP by YH • Rectify attire or grooming concern immediately	• 3 to 5 days of detention • And/or suspension* • And/or up to 2 strokes of the cane • And conduct grade adjustment (no better than 'Fair') • Parents to be informed by FT/YH/DC and reminded of school expectations and consequences. • Recorded in the SMP by YH	• 5 to 14 days of detention • And/or suspension* • And/or up to 3 strokes of the cane • And conduct grade adjustment ('Poor') • Parents to be informed by FT/YH/DC and reminded of school expectations and consequences. • Recorded in the SMP by YH
3	•1 day of detention by Discipline Comm • Letter of warning (via PG) issued by Discipline Comm • Parents to meet YH about the letter issued. • Recorded in the SMP by YH • Repeated attire offences may result in the student being sent home to rectify the issue.	• 5 to 14 days of detention • And/or suspension* • And/or up to 3 strokes of the cane • And conduct grade adjustment ('Poor') • Parents to be informed by FT/YH/DC and reminded of school expectations and consequences. • Recorded in the SMP by YH	
4 and more	• 2 to 3 days of detention • And/or suspension* • And/or 1 stroke of the cane (with aggravating factors) • And conduct grade adjustment • Parents to be informed by FT/YH/DC and reminded of school expectations and consequences. • Recorded in the SMP by YH		

**Suspension may refer to 'in-school suspension' or 'home suspension'.*

The school will take into account the number and nature of serious offences committed by the student, especially if the behaviour poses a threat to the safety and well-being of staff or students. Where necessary, the school reserves the right to impose more serious disciplinary actions, including involving parents, external agencies, or the police, if the situation warrants it. Students may also face ineligibility for scholarships/awards, leadership appointments, overseas trips, and school team representation in competitions/events/ceremonies.

Searches of student belongings

The school is committed to maintaining a safe and disciplined environment for all members of our school community.

As part of this commitment, the school may conduct searches of student belongings (e.g., bags, folders, files, uniform pockets, digital devices) where there is reasonable cause to believe an offence may have been committed or prohibited or dangerous items are present. Searches of student belongings may also be carried out on a random basis as a general safety measure, and to help maintain a safe and disciplined environment.

The school will confiscate items which are prohibited, dangerous, and/or suspected of containing evidence of an offence/crime. If such items are found, parents/guardians will be informed, and the items may be turned over to the relevant authorities.

Anti-Bullying Policy

Our Commitment

At Bukit Merah Secondary School, we believe every child deserves to feel safe, valued, competent and empowered in their learning journey. We are committed to creating a caring and enabling school environment where all students can flourish and develop positive relationships with their peers.

Our approach focuses on teaching kindness, empathy, and respect whilst addressing any hurtful behaviour that may arise. We work together as a school community – staff, students, and parents – to ensure everyone feels they belong.
What are hurtful behaviours and bullying?

Hurtful behaviours are unkind and hurtful acts such as once-off insensitive comments, actions and physical fights, while bullying involves persistent and intentional hurtful acts.

Hurtful behaviours and bullying can take various forms, including verbal, social, physical and cyber:

- Verbal: Name-calling, spreading rumours, or making threats
- Social exclusion: Deliberately leaving someone out, or encouraging others to ignore someone
- Physical actions: Pushing, hitting, or damaging someone's belongings
- Cyber bullying: Using online technology like phones, computers, or social media to hurt or embarrass others on purpose and repeatedly

The school's firm stance against hurtful behaviours

The school takes a firm stance against all forms of hurtful behaviours, from once-off, insensitive comments to persistent intentional acts of bullying and physical violence. This stance guides our school in managing different forms of hurtful behaviours.

We recognise that children may have disagreements or say things they do not mean. We help students understand the difference between occasional conflicts (which are normal) and persistent bullying behaviour, addressing each situation with care and appropriate support.

How We Prevent Incidents

- Take a firm stance against hurtful behaviours and bullying
- Foster a caring and enabling school environment, with positive teacher-student relationships and strong peer support structure with trained student leaders
- Conduct Character & Citizenship Education lessons on empathy, conflict management, resilience and cyber wellness
- Have regular communications with staff and students

How to Report Concerns

We want parents and students to feel comfortable coming to us with any concerns. You can reach out to us in several ways:

- Direct reporting to any staff member
- Anonymous suggestion boxes
- Online confidential reporting form
- Parent contact with teachers/school leaders

How We Respond

- Immediate physical and psychological safety measures for all students involved
- Prompt investigation and timely updates, subject to case complexity
- Consequences, including disciplinary actions, conduct grade adjustments, learning prosocial skills and reconciliation of relationships
- Support plans for affected students, including victims and offender
- Restorative support including school counselling, external referrals and community resources
- Partnership with parents throughout the process, including informing parents at the earliest opportunity

How Parents Can Support

- Talk regularly with your child about school experiences and

friendships
- Teach respectful behaviour and reinforce healthy digital habits at home
- Monitor your child's online and offline interactions and activities
- Share concerns promptly with your child's Form Teacher or Year Head
- Work collaboratively with school on agreed interventions
- Model positive behaviour in your own interactions, such as being calm and respectful in communications
- Use 'teachable moments' in your daily interactions with your child to explain why certain conduct is inappropriate

Get in Touch [for schools to adapt to their school processes]

We are here to listen and help. If you would like to bring an incident to our attention, you can reach out to us via any of the following methods:

- Inform Form Teacher, Discipline Master, Year Head or School Leaders
- Call: 64748934
- Email: Bukit Merah Sec School <bmss@moe.edu.sg>
- [Non-urgent cases only] Online reporting form: [https://go.gov.sg/bmstudentfeedback]

We review this policy regularly to make sure it continues to serve our school community well. Together, as a school community, we shape our students' character, strengthen relationships, and build caring communities.

Consequences for Assessment-related Offences

Assessment refers to any form of evaluation that the school administers to ascertain student performance, aptitude and attitude. This includes weighted assessments (WAs) and examinations. Where cheating is suspected, the incident will be investigated. Confirmed cases will be addressed under Cheating/Forgery

Category of Offence	**Description of Offence**	**Corrective Actions that may be taken ***
Cheating/ Forgery (Serious Offences)	1. Cheating during an assessment 2. Plagiarism 3. Tampering with assessment scripts during script checking 4. Possession of unauthorised references/equipment 5. Forgery of authorised documents (e.g. parent's letter) 6. Tampering with official documents (e.g. doctor's letter)	1. No marks to be awarded for the whole or part of the paper 2. Disciplinary action in accordance with school's framework for serious offences. 3. Counselling support
Acts of mischief (Minor Offences)	Any action that disrupts assessment proceedings 1. Not adhering to instructions by invigilators 2. Making noise (e.g. laugh/ talk loudly) 3. Leaving assessment venue without approval escort 4. Unauthorised verbal or non-verbal communication with another candidate (e.g. talking, gesturing or signaling) during an assessment	1. Disciplinary action in accordance with school's framework for minor offences. 2. Marks awarded for the paper may be affected, where applicable.

*Consequences will be decided after discussion with Discipline Comm. and School Leaders