Code of Conduct
FET - Phase
Grade 10 - 12

FET learners (Gr 10 – 12) register with Think Digital Academy (Curriculum and Assessment provider), which is registered with the SACAI examination board. This enables learners to write the National Senior Certificate issued by UMALUSI.

Introduction

Think Digital Academy is committed to promoting a safe, caring, and orderly online school environment in which learners can flourish.

Think Digital Academy values diversity and guards the dignity and rights of all learners. It also strives to create a learning environment that is free from discrimination based on gender, race, religion and/or sexual orientation.

Think Digital Academy and its staff will promote and support these values, even if we are only interacting on an electronic platform. We will assist both learners and parents in reaching all the required outcomes as outlined by the National Curriculum.

Think Digital Academy provides the school-based assessments: tasks; tests and exams; orals and PATs which are needed to build a portfolio of evidence for every learner.

TAKE NOTE

Explanation of relevant acronyms, abbreviations, and words.

SACAI – South African Comprehensive Assessment Institute registered with UMALUSI for the FET-Phase.

UMALUSI – means "shepherd" or "herder" and is the Council which takes care of the standards of general and further education and training.

FET – Further Education and Training (grades 10 to 12)

NSC – National Senior Certificate (obtained after successfully passing Grade 12)

PAT – Practical Assessment Task (can be written or oral)

CAT – Common Assessment Task (can be written or oral)

TDA – Think Digital Academy NSC Institution registered with SACAI.

"Learner" means a Grade 10, 11 & 12 learner, as stipulated in the TDA application, activated on the TDA platform to receive products and/or service enrolled in the FET-phase.

"Learner Portfolio" means the collection of the learner's evidence that is used to compile his or her Internal assessment mark. Internally moderated by SACAI and externally by UMALUSI

Invigilator must be an independent person, older than 21 years, not related to the learner, possess good reading and comprehension skills and be computer literate. No direct family, parents, tutor/s, or facilitator may invigilate a learner's session.

Concession Candidate

#1

Categorising the Type of TDA Online Irregularities

Follow the instructions the first time as provided by **TDA** rules and regulations pertaining to completing of assessments, uploading of assessments, times, dates and marking of assessments with regards to the query period and resulting queries and/or problems which may occur.

"Administrative errors or omissions" mean irregularities that are of a technical nature, where the learner or an invigilator unintentionally fails to follow the prescribed administrative procedure. The learner may be disadvantaged by this error or omission and there must be clear evidence that the learner did not act in a manner to gain an unfair advantage.

TDA Administrative irregularity constitutes incorrect submissions: (zip folders) **only CAT practical and some PAT assessments** may be uploaded in a zip folder as per instructions on the assessment.

- Incorrect/wrong assessment uploaded - use **green view** button to make sure that upload is done correctly.

- Incorrect uploading of PDF – use **green view** button to make sure that upload is done correctly.

- Oral submission – video without sound / images – use **green view** button to make sure that upload is done correctly.

Acts of Dishonesty means any act of dishonesty or action or activity (cheating/plagiarism) that may result in the learner obtaining an unfair advantage,

Assessment irregularity means any event, act or omission, and any alleged event, act, or omission, which may undermine or threaten to undermine the integrity, credibility or the security, or the fairness of the assessment process.

Behavioural Offences mean misbehaving, creating a disturbance or wilfully disobeying legitimate instructions.
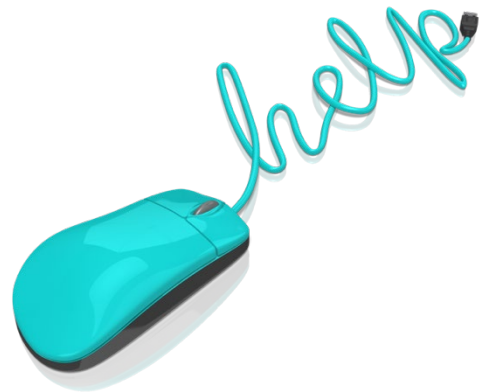
TDA Invigilation
Report Irregularities

- No invigilation reports.

- No learner names.

- No assessment names.

- Wrong assessment name.

- Different handwritings throughout the assessment.

- Plagiarism.

- No invigilator ID number.

- No invigilator signatures.

- Invigilator under the age of 21.

- Invigilator is a direct family relative.

- Invigilator report altered.

- Invigilator report duplicated.

Please peruse technical specifications as outlined on the Think Digital Academy website:

- Desktops, laptops, and tablets can be used. Tablets need to run Android 7.0 and later (7.0 was released in 2016) and iPads need to run iOS 11 or later (released in 2017).

- Please use the latest version of Chrome (no other browser is officially supported).

- Minimum internet speeds of 4mb per second are required (if only one student is online, higher speeds are required for more than one student).

- Uncapped lines are recommended but not essential – each learner will use 4 Gigs a month depending on how often they watch and re-watch the content.

- AND ALWAYS HAVE BACK UP PLANS IN PLACE as due dates need to be adhered to. Go to friends, family, internet café; create a hotspot; submit prior to a deadline; schedule around load shedding: write tests/exams early in the morning.

In the case of an alleged irregularity a ONCE OFF warning letter will be issued according to the specific irregularity.

	Invigilation report for the test was not included to the scanned test submission.
	Invigilation report – Duplicated Invigilator Form was used. Please complete a new form for each test/exam.
	Invigilation report for the test was incomplete (**All fields must be completed**).
	Invigilation report assessment name has been left out (**All fields must be completed**).
	Invigilation report for the test was altered (**Tippex used or scratched out**).
	Invigilation report indicated different assessment name.
	Invigilator is a family member.
	Invigilator is not older than 21 Years.
	Incorrect submission – this cannot be changed.
	Other: Specify -

Conduct

#1

Examples of Unacceptable Conduct

Our learners must refrain from the following types of behaviour:

- Interfering with the learning of others.
- Academic dishonesty such as plagiarism and cheating. Plagiarism means using words, ideas, language, and expressions and passing it/them off as one's own. Cheating meaning using any unauthorized material in any way shape or form.
- Bullying, cyber bullying, harassment, and intimidation. Refrain from joining groups that are not monitored by Think Digital Academy.
- Retaliation against a person who has reported incidents to staff.
- Publishing or displaying anything that is discriminatory against a person, or a group of persons based on their race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation.

Examples of Acceptable Conduct

Learners should strive towards the following types of behaviours:

- Ensuring that the educational rights of all learners are respected.
- Respecting the right of all learners to feel safe.
- Promoting an environment of understanding and mutual respect.
- Setting high standards for personal achievement and applying maximum effort in all curricular areas.
- Informing an adult, in a timely manner, of any known bullying, harassment or intimidation
- Being a positive ambassador for Think Digital Academy throughout the community.

#3

Consequences

Violations of the Code of Conduct will result in consistent and fair disciplinary action. The severity and frequency of the infractions, as well as the age, maturity, and cognitive ability of the learner will be considered in determining appropriate action. Whenever possible, disciplinary action is preventative and restorative, rather than punitive. Contravention of the Code of Conduct will result in an escalating set of consequences and/or interventions that may include mediations, counselling, parent conferences, behaviour contracts, and suspensions.

#4

Behaviours That May Lead to Immediate Expulsion

This is at the Discretion of Management but may include the following:

- Threatening behaviour (Verbally or physically).
- Academic dishonesty (Cheating/plagiarism/dishonesty).
- Irregularities as above stipulated.
- Bringing the institution into disrepute through slander or falsities.
- Sexual or any other type of harassment whether in person, in writing or via social media.

#5

The Basic Rules

- Follow the instructions, the first time, as provided by TDA.
- Be punctual and well organised.
- Listen and read the instructions.
- Always behave appropriately.
- Accept responsibility and authority maturely.
- Be accountable.

Should the situation warrant it, legal action may also be instituted.

＊PLEASE NOTE THIS CODE OF CONDUCT IS VALID FOR THE DURATION OF YOUR REGISTRATION WITH THINK DIGITAL ACADEMY FET PHASE.