

Guidance for Students: Discussion on academic integrity in an on-line examinations

Occasionally, students may be asked by their module convenor or marker to attend a discussion about how they went about completing an on-line exam. You might be asked by your module convenor, marker or another member of faculty to speak with them about this if a concern has been raised relating to academic integrity. This does not mean that there is academic misconduct in your assessment, but it is part of an investigation where there are possible issues that your tutor wants to clarify. You can find details defining types of misconduct here: [Academic Misconduct](#).

What is the purpose of the discussion?

This discussion is to talk through the process that you went through in undertaking the assessment. It isn't a new assessment of your work and isn't to test your subject knowledge beyond the assessment that you submitted. You'll be asked to outline what you did in the assessment and why.

No decisions on academic misconduct will be taken in the discussion. This is a conversation to help your module convenor, marker or other member of faculty to understand the context of your assessment and an opportunity to show that the assignment in question is your own work for the purposes of an investigation. The notes from the discussion will be provided to the School Investigating Officer (see below).

What to expect in the discussion:

The discussion will usually take place over on-line video (or in person, or by phone). This will be arranged between the module convenor, marker or other member of faculty and yourself.

The discussion will begin by the module convenor, marker or other member of faculty explaining why a concern has been raised. They will then ask you to talk through your process in completing the exam in your own words.

They may ask you questions relating to the process that you went through and might ask you about particular parts of your exam answers (such as why you included particular text or references). You will also be asked whether you agree that misconduct has occurred.

The discussion will normally last no more than 15 minutes. Unless you have been told otherwise, the discussion will be with one person (the module convenor, marker or another member of faculty). The person conducting the discussion will take notes during the discussion, but the discussion will not be otherwise recorded. You should not record the conversation.

You are permitted to have someone with you, but they are there for support; they cannot be actively involved in the discussion. If you would like a trusted person with you (e.g. a family member or friend) this is permitted. If you would like a member of the University support services to be included in the discussion via video, this is also permissible. You could request, for example:

- An advisor in Disability Advice (if you receive support from Disability Advice)
- A member of the Students' Union Advice team (www.sussexstudent.com/support/academic-misconduct/#contact)

You can also seek support from the Student Centre: [Student Centre : University of Sussex : University of Sussex](#), which may be general advice and support rather than being in the discussion with you

What happens then?

The notes from the discussion will be provided to the School Investigating Officer, who will be asked to decide whether they think there is a misconduct case or not.

The module convenor, marker or other member of faculty will provide you with a copy of the notes from the discussion. You are asked to agree that these are fair and accurate. You will need to respond within 48 hours to this if you wish to. If you don't agree with the notes, please do provide comments that reflect this and these will be included in the evidence that is sent to the Investigating Officer.

If the Investigating Officer decides that there is a case, then:

- If you have agreed that misconduct occurred and have had no previous cases, the case will be considered by a designated person on behalf of the Academic Misconduct Panel and you will not be invited to attend. The mark for the assessment will be 0.
- If you have agreed that misconduct occurred and have had previous cases then you will be invited to an Academic Misconduct Panel.
- If you have not agreed that misconduct occurred then you will be invited to an Academic Misconduct panel.

See the Skills Hub for more information about [Academic Misconduct Panels](#).

If the Investigating Officer decides that there is no case, then the process ends and No Case is confirmed.

Who to speak to:

The information on the Skills Hub about [Academic Misconduct](#) should answer some of your questions and concerns.

For support you can contact the Student Centre ([Student Centre : University of Sussex : University of Sussex](#)) or the Students' Union (advice@sussexstudent.com).

If you require urgent support for your mental wellbeing, please refer to [Health and Wellbeing](#).

Should you require out of hours support at any point, please contact the following:

Brighton & Hove Mental Health Rapid Response Service (MHRRS) – 0300 304 0078 (24/7)

Sussex Mental Health Line – Call NHS 111 and select the mental health option (24/7)

Samaritans – 116 123 / 0330 094 5717 (24/7)