

## **Delegated procedure for considering exam misconduct (where the case could be delegated)**

***Extract from the Examination and Assessment Regulations 2024/25***

### **(Academic Misconduct)**

#### ***9-12 Misconduct in examinations***

Misconduct in examinations held on campus includes having, or attempting to gain access, during an examination, to any books, memoranda, notes (including notes on paper or transcribed on the student's skin), unauthorised calculators, phones, watches or other internet enabled devices or any other material, except such as may have been supplied by the invigilator or authorised by official university bodies. Having these items on the student's person in the exam room after the start of the exam is a breach of examination room protocols and as such misconduct, regardless of whether or not they are accessed or are relevant to the examination. Misconduct also includes aiding or attempting to aid another student or obtaining or attempting to obtain aid from another student, or any other communication within the examination room.

Misconduct in exams taken remotely includes using the following in the completion of the submitted exam answer paper, except where these have been authorised as part of the assessment task: text or ideas taken from the internet or other sources, unauthorised calculators, material provided by someone else including another student or an essay writing service. Misconduct in an exam taken remotely also includes sharing material with, or otherwise helping, another student prior to them submitting their answer paper.

Exam misconduct in exams held on campus or remotely also includes cases where the exam question paper or model answers have been obtained and/or shared in advance of the exam, except where such material has been provided as part of the assessment task.

The University takes misconduct in examination extremely seriously and any concerns raised will result in an investigation of potential major academic misconduct.

#### ***54. Procedure for consideration of misconduct in examination***

Any instance of misconduct in an examination held on campus or remotely will be considered as major misconduct. For exams held on campus, students must place mobile phones, watches or other valuable items on the floor in front of the student's desk. Where a concern has been raised regarding misconduct in an examination held on campus or remotely and the candidate has not been considered by the Panel previously, the case may be processed by the Misconduct Panel Secretary, under the delegated authority of the Misconduct Panel Chair. In these circumstances the student will not be invited to a Panel meeting, even where they have previously had a First Case of plagiarism or collusion. Where the case is delegated, the penalty will be a mark of 0 for the assessment component. The standard appeals procedure will apply. For exams taken remotely, any concerns raised as part of the marking process may result initially in the student/s being asked to participate in a meeting with the Module Convenor, Marker/s and/or another member of academic staff. This is to establish how the assessment was completed and to ascertain the student's understanding of the assessment material. The Investigating Officer will decide whether or not the case will be taken forwards to a Panel. Where the student accepts that academic misconduct occurred and they have not been considered by the Panel before, the case can be considered by a delegated Panel. The full Panel process below applies where the student has been considered by the Panel previously, where the case is referred to the Panel or where the candidate (or one of the candidates in an exam collusion case) does not accept that academic misconduct occurred, during the meeting with the School.

1. Academic Misconduct team (AM) ensure that the evidence file is prepared. The standard forms and letters are completed and sent.
2. Academic Misconduct invite the student to submit a statement for consideration (but the student would not be required to do so). The student will not be invited to attend a Panel where AM confirm that the case can be delegated.
3. The Misconduct Panel Secretary reviews the evidence file, including the Invigilator Report and/or Cover Sheet, and confirms whether or not there is a conclusive case, based on the evidence. A check list is provided to support the process ('Delegated exams checklist for on campus exams' at **Appendix 1** or 'Delegated exams checklist for exams taken remotely' at **Appendix 2**). The decision is made under the delegated authority of a designated Academic Misconduct Panel Chair. (Delegation is appropriate as no academic judgement is required and once a case is confirmed, the standard penalty is applied of zero for the assessment component.)
4. The Misconduct Panel Secretary will inform the designated Chair of the outcome of all delegated cases.
5. The Misconduct Panel Secretary may consult with or refer a case to the designated Chair, as required if the case is not conclusive.
6. The designated Chair may refer a case to a full Panel, as required if the case is not conclusive. This would result in the student being invited to attend a Panel.
7. AM will produce a report.
8. AM will confirm the outcome to student and the PAB.
9. The student can appeal the decision but cannot elect to go to full Panel.
10. A full Panel will consider all cases where the student has previously been considered by a Panel, and for exams taken remotely where the student has not accepted that misconduct occurred. At a full Panel the full range of penalties would be available.
11. This procedure may also be used for a case of misconduct in an in-class test.

**Appendix 1: Delegated exams checklist to consider a case of exam misconduct for an exam taken on campus**

| <b>Consideration</b>  | <b>Confirm y/n</b> | <b>Comment</b> | <b>Complete</b> |
|---|--------------------|----------------|-----------------|
| Academic Misconduct to confirm if case can be delegated (i.e. student not previously considered by Panel)             |                    |                |                 |
| Is the Invigilator Report complete? (events set out; communication/announcement made; student informed of misconduct) |                    |                |                 |
| Has the student signed the declaration re unauthorised materials?   |                    |                |                 |
| Do the events stated in the student statement broadly correlate with the Invigilator Report?                          |                    |                |                 |
| Is the case conclusive?   |                    |                |                 |
| Y: report case outcomes to Chair, write report and send to AM for student and PAB.                                    |                    |                |                 |
| N: Refer to Chair. Can Chair confirm outcome?   |                    |                |                 |
| Y: Write report and send to AM for student and PAB.   |                    |                |                 |
| N: Chair to refer to Panel.   |                    |                |                 |

**Appendix 2: Delegated exams checklist to consider a case of exam misconduct for an exam taken remotely**

| <b>Consideration</b>   | <b>Confirm y/n</b> | <b>Comment</b> | <b>Complete</b> |
|--|--------------------|----------------|-----------------|
| Academic Misconduct to confirm if student not previously considered by Panel                           |                    |                |                 |
| Does the Cover Sheet state that a discussion was held between the student and the School?              |                    |                |                 |
| Does the Cover Sheet state that the student accepted misconduct occurred during the School discussion? |                    |                |                 |
| Does the exam rubric state own words, no sharing, no AM?   |                    |                |                 |
| Is the case conclusive?  |                    |                |                 |
| Y: report case outcomes to Chair, write report and send to AM for student and PAB.                     |                    |                |                 |
| N: Refer to Chair. Can Chair confirm outcome?  |                    |                |                 |
| Y: write report and send to Am for student and PAB   |                    |                |                 |
| N: Refer to Panel.   |                    |                |                 |