

ACADEMIC MISCONDUCT REPORTING AND APPEALS POLICY: EXAMINATIONS

General Principles

1. Suspected cases of academic misconduct that occur during exams must be dealt with in a manner that is least likely to cause disruption. Both the student who is suspected of misconduct and the students sitting alongside in that session must be considered.
2. The invigilator should alert another invigilator to the problem and if possible have them act as a witness. If this is not possible, a photograph using a mobile phone can be helpful.
3. The invigilator must document the reasons for the suspected academic misconduct on an Academic Misconduct Incident Report and complete an Examination Incident Report Form, submitting both reports to Registry Services. These forms are included in the Invigilation Exam Information folder. It is important that the student's name and ID number are recorded.
4. The invigilator must confiscate any suspected item(s) (e.g. "cheat notes", mobile phone, smart watch, earbuds, programmable calculator). Any notes must be confiscated and submitted to Registry as evidence alongside the report.
5. The invigilator should draw a line in the student's script at the point at which the misconduct was identified and the source of it removed, and sign or initial this.
6. If the student is suspected of copying from another student, the student should be moved immediately to a different desk, even if this means swapping with another student.
7. Once any action has been taken (e.g. confiscation of items, moving of the student), the student must be allowed to complete the exam.
8. At the end of the exam, the invigilator should ask the student to remain behind, and Registry Services will be informed.
9. There are two possible outcomes:
 - a. The student admits to the academic misconduct. The Academic Registrar will record the incident and take further action if this is a second incident of the academic misconduct involving the same student.
 - b. The student denies the accusation and refuses to sign the Academic Misconduct Incident Report. The student must be advised that the matter will be referred to

the relevant course instructor and Head of School/Department. The invigilator should provide the student with a copy of the Academic Misconduct Flowchart (Appendix 1).

10. The examiner should mark the script as though no incident had occurred. If the subsequent formal process finds the student responsible for an academic misconduct, the instructor will submit a Change of Grade Form to reflect the consequence of the findings.
11. In the event where the matter is referred to the Head of School/Department, students should refer to the Academic Appeals Policy Relating to Non-Grade Appeals.

VERSION MANAGEMENT

Responsible Department: RAQA			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Formatting and Job Title updates	May 2022	01 September 2022
003	Wordsmithing and insertion of smartwatches and earbuds into examples of prohibited materials	30 January 2026	
		Restricted access? <i>Tick as appropriate</i> ☐ Yes ☒ No	