

Regulations for Boards of Examiners for Taught Programmes in Respect of a Breach of Academic Assessment Regulations

2014-2015 Academic Session

Contents

| | |
|----------------------------------|---|
| General guidance | 2 |
|----------------------------------|---|

- ii) The unauthorised removal of an examination script, any part of an examination script or blank examination stationery from the examination room except by a person with designated authority to do so;
 - iii) Any attempt to confer with or gain access to the script of any other candidate during the period of the examination; or to collaborate in or gain access to the assessed coursework of any other candidate, unless authorisation to do so has been given;
 - iv) Any attempt to tamper with examination scripts or coursework after they have been relinquished by candidates;
 - v) Any unauthorised study and/or unsupervised absence of a candidate from the examination room during the period of an examination³;
 - vi) Impersonation or attempted impersonation of a candidate;
 - vii) Other conducts likely to give an unfair advantage to the candidate.
- 2.2 **Plagiarism**, which is defined as the presentation of another person's thoughts or words or artefacts or software as though they were a student's own, and can include self-plagiarism⁴;
- 2.3 **Collusion**, which is defined as collaboration by two or more candidates in the production of assessed coursework unless appropriate authorisation from the Course/Module Organiser (s) to do so has been given;
- 2.4 **Falsification**, which is defined for the purpose of this procedure as the fraudulent alteration or misrepresentation of data and/or other information.
- 2.5 Arrangements for dealing with allegations of a breach of the examination regulations listed under 2.1 are set out at section 7 of this document.
- 2.6 Arrangements for dealing with allegations of breaches of the examination regulations involving the categories listed at 2.2 to 2.4 above are set out at section 3.
- 2.7 For ease of reference there is a flow chart (at the end of this document) setting out the steps involved in considering an allegation made under these procedures.

³Normally candidates will not be allowed back into the examination room after leaving it without permission and/or without supervision. Should they have been found to have re-entered after such an absence they will be in breach of the regulations.

⁴ [Regulations for Boards of Examiners for Taught Programmes.](#)

3 Initiation of proceedings in respect of allegations of a breach of the examination regulations involving plagiarism and/or collusion and/or falsification

3.1 Minor cases

- i) The following instances of plagiarism and/or collusion⁵ (but not including use and/or falsification will normally be deemed to be of a minor nature and will be dealt with by the Course/Module Organiser:

A first offence in the first-

ation) in which no more than one third (approximately) of the work can be demonstrated to have been plagiarised.

- ii) In such cases the Course/Module Organiser will, at his/her discretion, impose a penalty⁶ and report the matter to the Departmental/Divisional Tutor⁷ made. Such records, will, however, be taken into account in the event of any subsequent allegations of a breach of the examination regulations being made against the student(s) concerned (see section 3.3i below).
- iii)

- b) A copy of the coursework involved.
 - c) A copy of the text(s) or part of the text(s) believed to have been plagiarised from with, if possible, the relevant passages highlighted.
- ii) The Course/Module Organiser shall at the same time inform the student concerned that the matter is being reported to the Chair(s) of the Board(s) of Examiners.

3.3 Decision on referral to the Departmental/Divisional Panel or the Registrar, Student and Registry Services

- i) In considering each referral, the Chair of the B

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- ii) The Report shall be accompanied by a letter inviting the student(s) to respond in writing to the allegation(s). At the same time, the student(s) will be invited to attend the DP and may choose to be accompanied by a member of staff at UCL or a student currently registered at UCL. That person cannot be a member of the Departmental/Divisional Panel.
- iii) The sole purpose of the DP will be to investigate the grounds on which the allegation has been made and to determine, where appropriate, the penalty to be imposed.
- iv) The DP will normally comprise the Chair of the Board of Examiners (acting as Chair) and at least two other members of staff from the department/division not directly involved in the teaching of the course/module(s) in question. It is recommended that, where practicable, the Faculty Tutor should also be invited to attend in the capacity of an observer. A Secretary will be appointed normally from the Department/Division concerned.

- d) T
Award that the nullification of the assessment would have (e.g. whether it is a compulsory assessment, or could be discounted when the award of the qualification is made);
- e) T
Award that a simple failure of the assessment in question would have on a student in normal circumstances [*N.B. This information should already be provided at Part II of the Report and is confidential to the Departmental/Divisional Panel only. It is expected that any penalty imposed on a student found guilty of a breach of the examination regulations under this procedure should have a greater effect in regard student had simply failed the course(s)/module(s) in question.*];
- f) The arrangements for resitting/retaking the assessment in question.

Link for section 3

[Report Form for an Allegation of a Breach of the Examination Regulations \(PDF\)](#)

4 Penalties open to a Departmental / Divisional Panel

- 4.1 The Departmental/Divisional Panel may decide on **one or more** of the following actions in respect of instances of a breach of the examination regulations:
 - i) That no breach of the examination regulations has been committed and no further action be taken (save as set out at item iii)

UCL Student and Registry Services Division
Academic Services Department

Back to: [table of contents](#)

their UCL email accounts regularly. No provision can be made for an extension to the deadline at 7.5 above if a student has failed to communicate to UCL any change of address. Every student should be advised to ensure that he/she can be readily contacted during the six weeks following the last Board of Examiners meeting in the Summer Term (or, in the case of September resit examinations, the last meeting of the Board of Examiners concerned). Failure to do so will mean that (unless, exceptionally, the allegation(s) is reported to the Registrar, Student and Registry Services, after the end of the Summer Term) any allegation(s) will be considered in the student's absence.

- 7.8 The Panel will normally meet once in the Autumn and Spring Terms and also prior to the main Board of Examiners meetings in the summer. The dates when the Panel is to meet (if required) shall be set annually by the Registrar, Student and Registry Services, in consultation with the Dean of Students (Academic). Students should be forewarned that decisions on any suspected breach of the regulations may be deferred until the next scheduled Examinations Irregularities Panel hearing is to be convened.

8 Establishment and Procedure of Examinations Irregularities Panel

with members of the Examinations Irregularities Panel will not be admitted as part of the case documentation.

8.3

appeal. The recording will be destroyed following the final resolution of each case.

8.11

UCL Student and Registry Services Division
Academic Services Department

- 10.2 The penalty set out at 10.1.iv above will normally be a decision where a penalty or penalties within the range 10.1.v or above have been imposed.
- 10.3 Where the Panel orders that the performance of a candidate in part or in all of the assessments in question under 10.1.v above be withheld, and the candidate is permitted to enter for the assessment(s) in question on a subsequent occasion, the candidate may, at the discretion of the Panel, be required to re-enter all prescribed elements of the component.
- 10.4 Where the Panel orders that the performance of a candidate in all of the assessments he/she sat in the year the breach of the regulations occurred, under 10.1.5 above, be withheld and the candidate is permitted to enter for these assessments on a subsequent occasion, the candidate may, at the discretion of the Panel, be required to re-enter all prescribed elements of the assessments.
- 10.5 Where the decision is that the student be permitted to re-enter for part or all of those assessments under 10.1.vi and 10.1.vii above, it may, at its discretion, order that the maximum mark that the student can be awarded on re-entering the assessment(s) in question be no more than the minimum pass mark for that assessment.
- 10.6

11.17 The Panel may adjourn for a period not exceeding seven days for the purpose of ~~deciding upon~~ the appropriate action to be taken upon the appeal.

~~11.18~~ Within ten working days of the conclusion of the hearing the Appeals Panel shall notify the Registrar, Student and Registry Services, in writing of the outcome of the appeal. The Registrar, Student and Registry Services, will in turn ~~notify all parties of~~ the decision of the Appeals Panel and a report on ~~its proceedings shall be submitted~~ to the next appropriate meeting of the UCL Board of Examiners.

11.19 A decision of an Appeals Panel shall be final as far as internal UCL procedures are concerned.

~~12~~ **Office of the Independent Adjudicator [OIA]'s Student Complaints Scheme.**

12.1 The Office of the Independent Adjudicator for Higher Education [OIA] has been established to provide an independent scheme for the resolution of student complaints. All Higher Education Institutions [HEIs] are required to comply with the Scheme which came into effect from 1 January 2005. Areas of complaints covered by the OIA will include:

- i) a programme of study or research for which the complainant was registered;
- ii) a service provided by UCL;
- iii) a final decision by a UCL disciplinary or appeal body.

12.2 The OIA will not, however, advise about a complaint if:

- i) it relates to a matter of academic judgement (which will normally be about a academic performance);
- ii) the matter is or becomes the subject of court or tribunal proceedings;
- iii) it concerns a student employment matter.

