Flowchart 3: Academic Misconduct process for delegated exam cases

Notes:

(i) all misconduct in an exam is Major.

(ii) this process is only where the candidate has not been considered by a Panel previously and, additionally for exams taken remotely, the candidate accepted that misconduct occurred during a discussion with the School

Academic Misconduct (AM) team prepare Evidence File, as currently. All standard forms and letters are sent. The student will be invited to submit a statement, but not invited to attend a Panel.

→ AM/AQP →

Misconduct Panel Secretary:

Reviews the evidence, including the Invigilators Report (for on campus exams) and completes Appendix 1 for an on campus exam or Appendix 2 for an exam taken remotely.

The Misconduct Panel Secretary may consult with or refer the case to the designated Chair, as appropriate.

If conclusive*, the Misconduct Panel Secretary will inform the designated Chair of the outcome of all delegated cases. (* for exams taken remotely: where student has accepted that misconduct has occurred)

Designated Chair may refer the case to a full Panel (the student will be invited to attend). Refer to Flowchart 2.

AM produces Misconduct Panel Report

AM

Formal notification of outcome sent to student, student representative, Academic Advisor (UG) / Course Convenor (PG), Module Convenor, Marker and Investigating Officer.

Misconduct Panel Report sent to relevant PAB

Penalty applied to central database, where confirmed