

Regulations for Assessment Offences

Introduction

- 2.86. In these regulations, the term 'Academic Secretary' shall include any member of the Academic Registry and Council Secretariat nominated by the Academic Secretary, either through delegated authority, or for individual cases.
- 2.87. In these regulations, the term 'Heads of Schools' shall include the Warden of the School of Medicine and Dentistry. A Head of School may delegate authority to act on assessment offences to a named member of academic staff within the school.
- 2.88. In these regulations, the term 'invigilator' shall include any member of staff supervising in-class tests. In-class tests shall be covered by the sections of the regulations relating to 'Major elements of assessment and second or subsequent offences' and 'Other elements of assessment'. In-class tests shall not be covered by the section of the regulations relating to 'Invigilated examinations'.
- 2.89. In these regulations, the term 'Chair of the Assessment Offences Panel' shall include the Deputy Chair of the Assessment Offences Panel.

Definitions

- 2.90. Allegations of any of the following shall be dealt with according to the *Regulations for Assessment Offences*:
- i. breach of any section of the Academic Regulations relating to the conduct of assessment including:
 - a. unauthorised access to an examination paper before the appropriate examination;
 - b. forgery of an examination timetable produced by QMUL;
 - c. causing a disturbance during an examination, either physically, verbally, or through an electronic device;
 - d. refusal to cooperate with an invigilator, or to follow an invigilator's instructions;
 - e. possession of unauthorised materials whilst under examination conditions, or hiding unauthorised materials in an examination venue (including cloakrooms and toilets);
 - f. use or possession of unauthorised material in a pre-programmable memory device during an examination;
 - g. access or use of prohibited sources of information on a computer or other device during an examination;
 - ii. plagiarism;
 - iii. fraudulent reporting of source material;
 - iv. fraudulent reporting of experimental results, research, or other investigative work;
 - v. collusion in the preparation or production of submitted work, unless such joint or group work is explicitly permitted;
 - vi. use, or attempted use, of ghost writing services for any part of assessment;
 - vii. submission of work, or sections of work, for assessment in more than one module or assignment (including work previously submitted for assessment at another institution);

- viii. impersonation of another student in an examination or assessment, or the employment of an impersonator in an examination or assessment.
- 2.91. QMUL defines plagiarism as presenting someone else's work as one's own irrespective of intention. Close paraphrasing; copying from the work of another person, including another student; using the ideas of another person without proper acknowledgement; and repeating work that you have previously submitted without properly referencing yourself (known as 'self plagiarism') shall also constitute plagiarism.

Allegations of assessment offences in invigilated examinations

- 2.92. Invigilators who suspect a student of breaching the regulations shall immediately inform the Academic Secretary, who shall be responsible for investigating the incident.
- 2.93. The Academic Secretary shall (where possible) interview the student and invigilators concerned, and any other persons deemed appropriate.
- 2.94. A student accused of committing an assessment offences in an invigilated examination shall be invited to attend an interview with the Academic Secretary, and shall be given copies of all evidence submitted in support of the allegation. A student shall be considered to have admitted to an offence where they fail to attend this interview, or to contact the Academic Secretary to make alternate arrangements within five working days of notification of the allegation.
- 2.95. Where the Academic Secretary concludes - as a result of an investigation - that there is no case to answer, the Academic Secretary shall report this to the Chair of the appropriate examination board and notify the student that the matter is closed.
- 2.96. Where an investigation reveals *prima facie* evidence of an assessment offence, the Academic Secretary shall refer the matter to the Chair of the Assessment Offences Panel, and notify the student to this effect.

Allegations of assessment offences in major elements of assessment (excluding invigilated examinations), and second or subsequent offences

- 2.97. This section relates to elements of assessment, other than invigilated examinations, that contribute 31 percent or more towards the overall mark for any module, and to allegations of second or subsequent assessment offences.
- 2.98. Where a member of staff suspects that an assessment offence has been committed, they shall immediately inform the Head of School responsible for the module or programme, who shall arrange for the allegation to be investigated. Where the Head of School concludes - as a result of this investigation - that there is no case to answer, they shall notify the student that the matter is closed.
- 2.99. A student accused of committing an assessment offence in a major element of assessment, or of a second or subsequent offence, shall be invited to attend an interview with the Academic Secretary and shall be given copies of all evidence submitted in support of the allegation. A student shall be considered to have admitted to an offence where they fail to attend this interview, or to contact the Academic Secretary to make alternate arrangements within five working days of notification of the allegation.
- 2.100. Where an investigation shows that a student attempted to acknowledge their sources fully and/or comply with the regulations for assessment, but a minor oversight or error has given cause for concern, this shall be deemed an offence of a technical nature.

- 2.101. Where an investigation reveals an offence of a technical nature, the Head of School may decide that no further action shall be taken or that a corrected version of the assessment shall be submitted.
- 2.102. Where an investigation reveals *prima facie* evidence of an assessment offence, the Head of School shall notify the Academic Secretary, who shall refer the matter to the Chair of the Assessment Offences Panel and notify the student to this effect.

Allegations of assessment offences in other elements of assessment

- 2.103. This section relates to elements of assessment, other than invigilated examinations, that contribute 30 percent or less towards the overall mark for any module.
- 2.104. Where a member of staff suspects that an assessment offence has been committed, they shall immediately inform the Head of the School responsible for the module or programme, who shall arrange for the allegation to be investigated. Where the Head of School concludes - as a result of this investigation - that there is no case to answer, they shall notify the student that the matter is closed.
- 2.105. Where an investigation shows that a student attempted to acknowledge their sources fully and/or comply with the regulations for assessment, but a minor oversight or error has given cause for concern, this shall be deemed an offence of a technical nature.
- 2.106. Where an investigation reveals an offence of a technical nature, the Head of School may decide that no further action shall be taken, or that corrected versions of the assessment shall be submitted.
- 2.107. Where an investigation reveals *prima facie* evidence of an assessment offence, the Head of School may either deal with the offence, or report it to the Academic Secretary for referral to the Chair of the Assessment Offences Panel. Where a student has previously been found guilty of an assessment offence, the case must always be reported to the Academic Secretary for referral to the Chair of the Assessment Offences Panel.
- 2.108. Where a Head of School elects to deal with an offence, they shall give the student an opportunity to explain the circumstances and present any arguments in mitigation. Where the Head of School is then satisfied that an offence has been committed, they shall issue a formal reprimand and impose one or more of the following penalties:
- i. require the student to resubmit the relevant element of assessment by a specified deadline, with no limit to the mark that may be achieved;
 - ii. require the student to resubmit the relevant element of assessment by a specified deadline, with the maximum mark limited to the minimum pass mark;
 - iii. failure with a mark of 0 for the relevant element of assessment, with no right to resubmit.
- 2.109. Where the penalty involves resubmission of an element of assessment, this shall take place during the current academic year. Where a student does not resubmit, a mark of 0 shall be given for the element of assessment.
- 2.110. All offences must be reported to the Academic Secretary.

Assessment Offences Panel

- 2.111. There shall be an Assessment Offences Panel with responsibility for determining whether assessment offences have been committed, and determining penalties.
- 2.112. The Chair of the Panel shall have authority to act on behalf of the Panel in cases where a student admits or does not deny an offence.
- 2.113. When acting on behalf of the Panel and it is determined that an assessment offence has been committed, the Chair shall issue a formal reprimand and impose one or more of the following penalties:
- i. a requirement that the element of assessment be reworked and resubmitted;
 - ii. failure (a mark of 0) in the element of assessment in which the offence occurred, with a resubmission permitted with no limit to the mark that may be obtained;
 - iii. failure (a mark of 0) in the element of assessment in which the offence occurred, with the maximum mark of the resubmission limited to the minimum pass mark;
 - iv. failure (a mark of 0) in the element of assessment in which the offence occurred, with no permission to resubmit the assessment;
 - v. failure (a mark of 0X) in the module of which the assessment forms a part, with the maximum mark on any resit or retake limited to the minimum pass mark;
 - vi. failure (a mark of 0X) in the module which the assessment forms a part, with no permission to resit or retake the module;
 - vii. failure (with marks of 0X) of a portion of the diet of modules taken during the academic year in which the offence occurred, but with no limit on the marks that may be awarded on resit, irrespective of the regulations for that programme of study;
 - viii. failure (with marks of 0X) of a portion of the diet of modules taken during the academic year in which the offence occurred, with the maximum mark on any resits or retakes limited to the minimum pass mark;
 - ix. failure (with marks of 0X) of the whole diet of modules taken during the academic year in which the offence occurred, but with no limit on the mark that may be awarded on a resit, irrespective of the regulations for that programme of study;
 - x. failure (with marks of 0X) of the whole diet of modules taken during the academic year in which the offence occurred, with the maximum mark on any resits or retakes limited to the minimum pass mark.
- 2.114. The Chair of the Assessment Offences Panel may, at any point, decide to call a full meeting of the Panel.
- 2.115. The Assessment Offences Panel shall comprise:
- i. a Chair, appointed by Senate from among the academic staff to hold office for a term of three years. If for any reason the Chair or Deputy Chair is unable to act, the Principal shall appoint an Acting Chair;

- ii. a member of the academic staff of a cognate department to that of the student (normally in the same faculty), appointed by the Vice-Principal of that Faculty. Where a Panel is to consider two or more related cases involving students from more than one faculty, the Academic Secretary shall determine, in consultation with the Chair of the Assessment Offences Panel, which Vice-Principal will be invited to appoint;
 - iii. a member of the academic staff, drawn from a list of academic staff approved annually by Senate;
 - iv. one full-time student, nominated by the Students' Union.
- 2.116. The quorum of the Panel shall be 75 percent (three members).
- 2.117. The Assessment Offences Panel shall follow the procedures approved by Senate.
- 2.118. The student may be assisted or represented by any person, and both the student and the Academic Secretary may submit written evidence and call witnesses. If the Panel determines that an assessment offence has been committed, the student shall have the right to address the Panel in mitigation. The Academic Secretary shall nominate a member of staff as Secretary to the Panel.
- 2.119. In the event of the Panel being divided over a decision to be taken, the Chair shall have a second and casting vote to determine the decision. If the Panel determines that an assessment offence has been committed it shall issue a formal reprimand and impose one or more of the following penalties:
- i. a requirement that the element of assessment be reworked and resubmitted;
 - ii. failure (a mark of 0) in the element of assessment in which the offence occurred, with a resubmission permitted with no limit to the mark that may be obtained;
 - iii. failure (a mark of 0) in the element of assessment in which the offence occurred, with the maximum mark of the resubmission limited to the minimum pass mark;
 - iv. failure (a mark of 0) in the element of assessment in which the offence occurred, with no permission to resubmit the assessment;
 - v. failure (a mark of 0X) in the module of which the assessment forms a part, with the maximum mark on any resit or retake limited to the minimum pass mark;
 - vi. failure (a mark of 0X) in the module which the assessment forms a part, with no permission to resit or retake the module;
 - vii. failure (with marks of 0X) of a portion of the diet of modules taken during the academic year in which the offence occurred, but with no limit on the marks that may be awarded on resit, irrespective of the regulations for that programme of study;
 - viii. failure (with marks of 0X) of a portion of the diet of modules taken during the academic year in which the offence occurred, with the maximum mark on any resits or retakes limited to the minimum pass mark;
 - ix. failure (with marks of 0X) of the whole diet of modules taken during the academic year in which the offence occurred, but with no limit on the mark that may be awarded on a resit, irrespective of the regulations for that programme of study;

- x. failure (with marks of 0X) of the whole diet of modules taken during the academic year in which the offence occurred, with the maximum mark on any resits or retakes limited to the minimum pass mark;
 - xi. recommendation to the Principal that the student be suspended from the programme for a period of up to one academic year with all modules taken during the academic year in which the offence occurred recorded with a module result of 0X;
 - xii. recommendation to the Principal that the student be expelled from QMUL with all modules taken during the academic year in which the offence occurred recorded with a module result of 0X.
- 2.120. Where a penalty involves failure in the module but the student is not prohibited from resitting or retaking the module, any reattempt shall be in the subsequent academic year.
- 2.121. Where a penalty involves the reworking or resubmission of an element of assessment, this shall take place during the current academic year. If the student does not resubmit, a mark of 0 shall be given for the element of assessment.
- 2.122. Where a penalty involves failure in the element of assessment with no permission to resubmit the assessment, the student shall not be permitted to resubmit the assessment if they subsequently fail and resit the module.
- 2.123. The Academic Secretary shall present an annual report to Senate on all assessment offences, however resolved.
- 2.124. There shall be no statute of limitation on applying the *Regulations on Assessment Offences*. The *Regulations on Assessment Offences* shall be applied retrospectively if a graduate of QMUL is alleged to have committed an assessment offence whilst a student of QMUL. Under certain circumstances this may result in the reclassification or revocation of an award.