



Regulations for Assessment Offences 2018-19

- 2.96. In these regulations, the term 'Academic Registrar' shall include any member of the Academic Registry and Council Secretariat nominated by the Academic Registrar, either through delegated authority, or for individual cases.
- 2.97. In these regulations, the term 'Heads of Schools' shall include the Vice-Principal and Executive Dean (Health). A Head of School may delegate authority to act on assessment offences to a named member of academic staff.
- 2.98. In these regulations, the term 'invigilator' shall include any member of staff supervising in-class tests. In-class tests shall not be covered by the section of the regulations relating to 'Invigilated examinations' except where the assessment represents 31 per cent or more towards the overall mark for any module.
- 2.99. In these regulations, the term 'Chair of the Assessment Offences Panel' shall include the Deputy Chair of the Assessment Offences Panel.
- 2.100. There shall be no statute of limitations on applying the *Regulations on Assessment Offences*. The *Regulations on Assessment Offences* shall be applied retrospectively if a graduate of Queen Mary is alleged to have committed an assessment offence whilst a student of Queen Mary. Under certain circumstances this may result in the reclassification or revocation of an award.
- 2.101. The Academic Registrar shall present an annual report to the Senate on all assessment offences, however resolved.

Definitions

- 2.102. 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;
 - ii. offences relating to an invigilated examination:
 - a. unauthorised access to an examination paper before an examination;
 - b. forgery of an examination timetable produced by Queen Mary;
 - c. removal of an question paper, answer script or other examination stationery from an examination venue;
 - d. causing a disturbance during an examination, either physically, verbally, or through an electronic device;
 - e. refusal to cooperate with an invigilator, or to follow an invigilator's instructions;
 - f. possession of unauthorised materials whilst under examination conditions, or leaving unauthorised material in an examination venue (including cloakrooms and toilets);
 - g. access, possession or use of unauthorised material on a computer, mobile telephone, or other electronic device during an examination;
 - h. communicating with another candidate while under examination conditions;

- i. copying, or attempting to copy, the work of another candidate;
 - j. having writing on the body in an examination venue;
 - iii. plagiarism;
 - iv. the fraudulent reporting of source material;
 - v. the fraudulent reporting of experimental results, research, or other investigative work;
 - vi. collusion in the preparation or production of submitted work, unless such joint or group work is explicitly permitted;
 - vii. use, or attempted use, of ghost writing services for any part of assessment;
 - viii. 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);
 - ix. impersonation of another student in an examination or assessment, or the employment of an impersonator in an examination or assessment.
- 2.103. Queen Mary 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 – at Queen Mary or at another institution - without properly referencing yourself (known as 'self plagiarism') shall also constitute plagiarism.

Allegations of assessment offences in invigilated examinations (excluding in-class tests)

- 2.104. Invigilators who suspect a student of breaching the regulations shall immediately inform the Academic Registrar, who shall be responsible for investigating the allegation.
- 2.105. A student accused of committing an assessment offence in an invigilated examination shall be invited to attend an interview with the Academic Registrar, and shall be given copies of all evidence submitted in support of the allegation.
- 2.106. A student shall be considered to have admitted to an offence if they fail to attend this interview, or to contact the Academic Registrar to make alternative arrangements within five working days of notification of the allegation.
- 2.107. Where the Academic Registrar concludes that there is no case to answer, the Academic Registrar shall report this to the Chair of the appropriate examination board and notify the student that the matter is closed.
- 2.108. Where an investigation reveals evidence of a potential assessment offence, the Academic Registrar 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, and second or subsequent offences

- 2.109. This section relates to elements of assessment that contribute 31 per cent or more towards the overall mark for any module, and to allegations of second, or subsequent, assessment offences.
- 2.110. Where a member of staff suspects that an assessment offence has been committed, they shall immediately notify the Head of School responsible for the module. Where

the Head of School concludes that there is no case to answer, they shall notify the student that the matter is closed.

- 2.111. Where the Head of School determines 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.
- 2.112. 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. Where the Head of School determines that there is evidence of an assessment offence, the Head of School shall notify the Academic Registrar, who shall be responsible for investigating the case.
- 2.113. As part of an investigation, a student may be tested on subject knowledge by a *viva voce* examination. In such cases, the viva shall be conducted by two members of academic staff who shall submit a report on the viva to the Assessment Offences panel for consideration.
- 2.114. 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 Registrar and shall be given copies of all evidence submitted in support of the allegation.
- 2.115. A student shall be considered to have admitted to an offence if they fail to attend this interview, or to contact the Academic Registrar to make alternate arrangements within five working days of notification of the allegation.
- 2.116. On completion of the investigation, the Academic Registrar shall refer the matter to the Chair of the Assessment Offences Panel and notify the student as to the outcome of the case.

Allegations of assessment offences in other elements of assessment

- 2.117. This section relates to elements of assessment that contribute 30 per cent or less towards the overall mark for any module.
- 2.118. Where a member of staff suspects that an assessment offence has been committed, they shall immediately notify the Head of the School responsible for the module.
- 2.119. Where the Head of School concludes that there is no case to answer, they shall notify the student that the matter is closed.
- 2.120. Where the Head of School determines 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.

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.

- 2.121. Where an investigation reveals evidence of an assessment offence, the Head of School may either deal with the offence, or report it to the Academic Registrar 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 Registrar for referral to the Chair of the Assessment Offences Panel.

- 2.122. 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 circumstances in mitigation. Where the Head of School is then satisfied that an offence has been committed, they shall impose one or more of the following penalties:
- i. a formal reprimand;
 - ii. a requirement for 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 zero for the relevant element of assessment, with no right to resubmit.
- 2.123. 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 zero shall be given for the element of assessment.
- 2.124. All offences must be reported to the Academic Registrar.

Assessment Offences Panel

- 2.125. There shall be an Assessment Offences Panel with responsibility for determining whether assessment offences have been committed and determining penalties.
- 2.126. 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.
- 2.127. The Chair of the Assessment Offences Panel may, at any point, decide to call a full meeting of the Panel.
- 2.128. The Assessment Offences Panel shall comprise:
- i. a Chair, appointed by the 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), drawn from the membership of the Senate;
 - iii. a member of the academic staff, drawn from the membership of the Senate;
 - iv. one student member, normally the President of the Students' Union (or nominee).
- 2.129. The quorum of the Panel shall be 75 per cent (three members).
- 2.130. The Assessment Offences Panel shall follow the procedures approved by the Senate.
- 2.131. The student may be assisted or represented by any one person. Both the student and the Academic Registrar 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.
- 2.132. The Academic Registrar shall nominate a member of staff as Secretary to the Panel. The Secretary is responsible for advising the Panel on the Regulations.
- 2.133. If a student, having been given proper notice, fails to attend a hearing of the Assessment Offence Panel without a reasonable explanation, the hearing shall

proceed as planned. In the event that the student is not able to attend a meeting or hearing, for good reason, it shall be rearranged.

2.134. 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.

Penalties

2.135. If it is determined that an offence has been committed, the Chair or the Panel shall impose one or more of the following penalties:

- i. a formal reprimand;
- ii. failure (a mark of zero) in the element of assessment in which the offence occurred, with a resubmission of that element permitted within the same attempt at the module. This resubmission shall not count as an additional attempt, but the mark for the resubmitted element of assessment shall be capped to the minimum pass mark.
- iii. failure (a mark of zero) 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;
- iv. failure (a mark of zero) in the module which the assessment forms a part, with no permission to resit or retake the module;
- v. failure (with marks of zero) of the whole diet of modules taken during the academic year in which the offence occurred. Where resit attempts remain, the resit mark shall not be automatically capped to the minimum pass mark, irrespective of the regulations for that programme of study. However, the maximum mark achievable on resit shall be no higher than that achieved at the first attempt (before the penalty mark of zero was applied). If a module was failed at the first attempt then the resit mark shall be capped to the minimum pass mark.
- vi. failure (with marks of zero) 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;

2.136. The following penalties may only be applied following a full hearing of the Assessment Offences Panel:

- vii. 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 zero;
- viii. recommendation to the Principal that the student be expelled from Queen Mary with all modules taken during the academic year in which the offence occurred recorded with a module result of zero.

2.137. For the purposes of assessment offences, each Section (A, B, C, D and E) of each Part of the MBBS, and each Section of Parts 3, 4 and 5 of the BDS shall count as a module. Any penalty applicable to a module shall apply to the relevant Section where an offence is determined to have occurred.

2.138. Where a penalty involves failure in a module but the student is not prohibited from resitting or retaking the module, any reattempt shall be at the next normally available opportunity.

2.139. In all cases, penalties applied for an Assessment Offence shall be reported to the Professional Capability Committee, or other professional body, such as the Law Society.

- 2.140. 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 zero shall be given for the element of assessment.
- 2.141. Where a student is given a penalty that involves failure in one or more modules, with resits permitted, a School/Institute may choose to retain any coursework marks achieved during the academic year of the assessment offence, except in elements where offences occurred. Schools/Institutes may require a student to resubmit some or all of the coursework if this is deemed academically appropriate; this may also be dependent on whether the reassessment is formative or synoptic.