

Assessment Offences Regulations 2010/11

Introduction

- 2.85. In these regulations 'Academic Secretary' includes any member of Academic Registry and Council Secretariat staff designated by the Academic Secretary to act for him/her, either with delegated authority, or in an individual case.
- 2.86. In these regulations, the term 'Head of Department' includes Heads of Schools, except in the School of Medicine and Dentistry, where the Warden is the responsible officer. The Head of Department may delegate the authority to act on assessment offences to a named member of academic staff within the department.
- 2.87. In these regulations 'Chair of the Assessment Offences Panel' includes the Deputy Chair of the Assessment Offences Panel.

Definitions

- 2.88. Allegations of any of the following will be dealt with according to the Assessment Offences Regulations;
- i. Breaches of any sections of the Academic Regulations relating to the conduct of assessment.
 - ii. Plagiarism.
 - iii. Fraudulent reporting of source material.
 - iv. Fraudulent reporting of experimental results, research or other investigative work.
 - v. The use, or attempted use, of ghost writing services for any part of assessment.
- 2.89. QMUL defines plagiarism as presenting someone else's work as one's own irrespective of intention. Extensive quotations; close paraphrasing; copying from the work of another person, including another student or using the ideas of another person, without proper acknowledgement, also constitute plagiarism.

Allegations of Assessment Offences in Invigilated Examinations

- 2.90. The Academic Regulations provide that an invigilator who suspects a student of breaching the regulations shall immediately inform the Academic Secretary, who shall be responsible for investigating the incident.
- 2.91. The Academic Secretary will (where possible) interview the student(s) and invigilator(s) concerned, and any other person that she/he deems appropriate.

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- 2.92. A student who is accused of committing an assessment offence in an invigilated examination will be invited to attend an interview with the Academic Secretary and will be given a copy of all evidence submitted in support of the allegation. A student is considered to have admitted to the offence if s/he fails to attend the interview or does not contact the Academic Secretary within 5 working days of notification of the allegation to make alternate arrangements.
- 2.93. Where, as a result of an investigation, the Academic Secretary concludes that there is no case to answer, she/he shall make a report to this effect to the Chair of the appropriate Examination Board, and shall notify the student that the matter is closed.
- 2.94. Where the investigation reveals an offence of a technical nature, the Academic Secretary, after consultation with the Chair of the appropriate Examination Board, may decide that no further action shall be taken. The Academic Secretary will then notify the student to this effect and the matter shall be regarded as closed.
- 2.95. Where the investigation reveals *prima facie* evidence the Academic Secretary will refer the matter to the Chair of the Assessment Offences Panel, and will notify the student to this effect.

Allegations of assessment offences in a major item of assessment (excluding invigilated examinations) and second offences

- 2.96. This section relates to items of assessment, other than invigilated examinations, which contribute 31% or more towards a student's overall mark in any module and to allegations of a second assessment offence.
- 2.97. Where a member of staff suspects that an assessment offence has been committed, she/he will immediately inform the Head of the Department responsible for that module or programme, who will arrange for the allegation to be investigated. Where, as a result of this investigation, the Head of Department concludes that there is no case to answer she/he will notify the student that the matter is closed.
- 2.98. A student who is accused of committing an assessment offence in a major item of assessment will be invited to attend an interview with the Academic Secretary and will be given a copy of all evidence submitted in support of the allegation. A student is considered to have admitted to the offence if s/he fails to attend the interview or does not contact the Academic Secretary within 5 working days of notification of the allegation to make alternate arrangements.
- 2.99. Where the investigation reveals an offence of a technical nature, the Head of Department, after consultation with the Academic Secretary, may decide that no further action shall be taken, and shall then notify the student to this effect, and the matter shall be regarded as closed.
- 2.100. Where the investigation reveals *prima facie* evidence the Head of Department shall notify the Academic Secretary, who will refer the matter to the Chair of the Assessment Offences Panel, and will notify the student to this effect.

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Other Items of Assessment

- 2.101. This section relates to any item of assessment, other than an invigilated examination, which contributes 30% or less towards a student's module mark.
- 2.102. Where a member of staff suspects that an assessment offence has been committed, she/he will immediately inform the Head of the Department who will arrange for the allegation to be investigated. Where, as a result of this investigation, the Head of Department concludes that there is no case to answer she/he will notify the student that the matter is closed.
- 2.103. Where the investigation reveals an offence of a minor or technical nature, the Head of Department, may decide that no further action will be taken, and will then notify the student to this effect, and the matter will be regarded as closed.
- 2.104. Where the investigation reveals *prima facie* the Head of Department may either deal with the offence, or report it to the Academic Secretary for referral to the Chair of the Assessment Offences Panel. If the student has been found guilty of a previous assessment offence the case must be reported to the Academic Secretary for referral to the Chair of the Assessment Offences Panel.
- 2.105. If the Head of Department elects to deal with the offence, she/he will notify the Academic Secretary. The Head of Department will give the student an opportunity to explain the circumstances and to present any argument in mitigation. If the Head of Department is then satisfied that an assessment offence has been committed, she/he will impose one of the following penalties:
- i. A formal warning.
 - ii. Require the student to resubmit the relevant item of assessment by a specified deadline with no limit to the mark that may be achieved.
 - iii. Require the student to resubmit the relevant item of assessment by a specified deadline with the maximum mark limited to the minimum pass mark.
 - iv. Failure, with a mark of 0, for the relevant item of assessment with no right to resubmit.
- 2.106. Where the penalty involves the resubmission of an item of assessment then this will take place during the current academic year. If the student does not resubmit then a mark of 0 will be given for the item of assessment

Assessment Offences Panel

- 2.107. There is an Assessment Offences Panel, which is responsible for determining whether an assessment offence has been committed and for determining the penalty.
- 2.108. The Chair of the Panel will have authority to act on behalf of the Panel in cases where the student has not denied the offence.
- 2.109. The Assessment Offences Panel shall consist of:

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- i. A Chair, who will be appointed by Senate from among the academic staff, and will hold office for a period 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 Academic Dean of that Faculty. Where a Panel is to consider two or more related cases involving students from more than one faculty, the Academic Secretary will determine, in consultation with the Chair of the Assessment Offences Panel, which Academic Dean will be invited to appoint.
- iii. A member of the academic staff drawn from a list of academic staff approved annual by the Senate
- iv. One full-time student drawn by lot from a list consisting of the student members of Senate and three full-time students nominated annually by the Students' Union Executive.

2.110. The quorum of the Panel is three members.

2.111. The Chair of the Assessment Offences Panel will be responsible for: chairing meetings of the Panel; at his/her discretion and acting on behalf of the Panel in determining the penalty in cases where the student has not denied to the offence.

2.112. The Assessment Offences Panel will follow the procedures approved by Senate.

2.113. 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 will have the right to address the Panel in mitigation. The Academic Secretary will nominate a member of staff as Secretary to the Panel.

2.114. In the event of the Panel being divided over a decision to be taken, the Chair will have a second and casting vote to determine the decision.

Penalties

2.115. When acting on behalf of the Panel, the Chair of the Assessment Offences Panel has authority to impose one or more of the following penalties:

- i. A formal reprimand.
- ii. A requirement that the item of assessment be reworked and resubmitted.
- iii. Failure (a mark of 0) in the item of assessment in which the offence occurred, with a resubmission permitted with no limit to the mark that may be obtained.
- iv. Failure (a mark of 0) in the item of assessment in which the offence occurred, with the maximum mark of the resubmission limited to the minimum pass mark.
- v. Failure (a mark of 0) in the item of assessment in which the offence occurred, with no permission to resubmit the assessment.

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- vi. Failure (a mark of 0X) in the module of which the assessment forms a part, with the maximum mark on any resit/retake limited to the minimum pass mark.
 - vii. Failure (a mark of 0X) in the module which the assessment forms a part, with no permission to resit or retake the module.
 - viii. 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.
 - ix. 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/retakes limited to the minimum pass mark.
 - x. 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.
 - xi. 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/retakes limited to the minimum pass mark.
- 2.116. The Assessment Offences Panel has the authority to impose one or more of the following penalties:
- i. A formal reprimand.
 - ii. A requirement that the item of assessment be reworked and resubmitted.
 - iii. Failure (a mark of 0) in the item of assessment in which the offence occurred, with a resubmission permitted with no limit to the mark that may be obtained.
 - iv. Failure (a mark of 0) in the item of assessment in which the offence occurred, with the maximum mark of the resubmission limited to the minimum pass mark.
 - v. Failure (a mark of 0) in the item of assessment in which the offence occurred, with no permission to resubmit the assessment.
 - vi. Failure (a mark of 0X) in the module of which the assessment forms a part, with the maximum mark on any resit/retake limited to the minimum pass mark.
 - vii. Failure (a mark of 0X) in the module which the assessment forms a part, with no permission to resit or retake the module.
 - viii. 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.
 - ix. 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/retakes limited to the minimum pass mark.
 - x. 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.

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- xi. 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/retakes limited to the minimum pass mark.
 - xii. 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.
 - xiii. 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.
- 2.117. Where the penalty involves failure in the module, but the student is not prohibited from resitting or retaking the module, any such further attempt will be in the subsequent academic year.
- 2.118. Where the penalty involves a re-working or resubmission of an item of assessment then this will take place during the current academic year. If the student does not resubmit then a mark of 0 will be given for the item of assessment.
- 2.119. The Academic Secretary will present an annual report to Senate on all assessment offences, however resolved.
- 2.120. There is no statute of limitation on applying the Assessment Offences Regulations. The Assessment Offences Regulations will be applied retrospectively if a graduate of QMUL is alleged to have committed an assessment offence whilst a student of QMUL.

Taken from the Academic Regulations 2010/11, pages 30 – 35