



# POLICY

## Title: Higher Education Assessment and Cheating Policies

**POLICY HOLDER:** Assistant Principal HE and Adults

**SMT OWNER:** Vice Principal Curriculum and Quality

**VERSION NO:** 2

**LAST REVIEWED:** August 2022

**REVIEW PERIOD\*:** Annual

\*The review period refers to our internal policy review process. The published policy is current and is the most recent approved version.

**Accessibility:** If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the College's marketing team on 01603 773 169.

**Further information:** If you have any queries about this policy or procedure, please contact the named policy holder.



LEGISLATION OR  
REGULATION:



VERSION CONTROL DOCUMENT

DATE	VERSION NO.	REASON FOR CHANGE	AUTHOR
07/10/2021	1	Creation of Policy	Simon Rhodes
15/12/2021	2	Amended to outline forms of cheating, including within examinations and course tests (not covered by the Plagiarism and Collusion policy) and to detail how these are investigated and dealt with.	Simon Rhodes
01/08/2022	3	Review and up issue	Simon Rhodes



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## 1) Application of these policies

- a) This policy applies to all students studying under UEA's Partner Bachelor and Foundation Degree Awards, or the Norfolk Regulatory Framework 8th Edition V5.

## 2) Purpose

- a) This policy sets out rules and provides guidance to students regarding their conduct in examinations or course tests and for the submission of other forms of assessment.
- b) The policy also outlines forms of cheating, including within examinations and course tests (not covered by the Plagiarism and Collusion policy) and how these are investigated and dealt with.

## 3) Types of Offence

The following offences, committed in a student's academic work, are covered by this policy.

- a) **Cheating in an exam or course test**  
This offence consists of attempting to complete an examination or in-class test that counts towards a module grade by unfair means, including but not limited to:
  - i) deliberately acquiring advance knowledge of the detailed content of an examination;
  - ii) obtaining help from others in a manner not explicitly permitted by the regulations for the examination, including the use of mobile telephones, pagers, or any other electronic device capable of sending or receiving information;
  - iii) bringing into the examination any unauthorised materials, or
  - iv) referring during the examination to any unauthorised material.
- b) **Impersonation**  
This offence is the assumption by any person of the identity of a student, or person related to a submission (such as a tutor) with intent to deceive or gain unfair advantage. Impersonation commonly entails using a substitute to undertake, in full or part, an examination or other assessment task, or to claim that a student has completed placement work which has not been undertaken.
- c) **Submission of work produced by a third party:**

In such cases, where there is no actual evidence of the allegation, the student should be invited to attend a viva. The student responses at the viva can then be provided as evidence of an offence if this is what the viva demonstrates. If the student does not attend the viva, this should be indicated to the Academic Disciplinary Panel (ADP).

#### Additional Course viva

Where a student attends a viva and is not able to discuss the submitted work to the level expected by the author of the work, the student will be required to sit a course viva. At a course viva the student will be required to answer questions on other submissions within that academic year to determine authorship of other work passed and submitted prior to the date of the work under consideration. The course viva can be conducted at the same viva so that the information can be provided for the Academic Disciplinary Panel's consideration. The course viva should discuss the methods and processes of writing the work, rather than the details of the work.

However, the student would be expected to be able to identify the topic of each previous submission.

d) Allegations made by third parties

Where an allegation has been made by a third party – e.g. another student, a member of staff outside the academic team, an external individual and/or company – this allegation will be investigated by the Academic Disciplinary Panel.

#### 4) Conduct in the Examination or Course Test

- a) You must not commission or otherwise allow another person to pass themselves off as you during an examination or course test.
- b) You must not impersonate another candidate at an examination or course test.
- c) During the examination or course test you must maintain good order and obey all instructions given by the invigilators. Invigilators may take appropriate action to ensure the integrity of the assessment.
- d) You must not enter the examination or course test room more than 30 minutes after the scheduled start time of the examination or leave the examination or course test room in the first 30 minutes or the last 15 minutes of the examination or course test.

Guidance: Apart from these periods, you may leave the examination/course test room temporarily only under supervision and, if visiting the toilet, must sign out and in again.

If you must leave your desk, you must move quietly and create as little disturbance as possible.

- e) You must not communicate with anyone other than an invigilator in the examination or course test.
- f) You must write your answer legibly in ink unless you are told otherwise.
- g) You must not turn over the question paper or write on the question paper or your answer booklet until you are told to start the examination or course test. You must not continue to write in examinations or course tests after you have been instructed to stop.
- h) You must not remove any answer booklets or other stationery.
- i) If an invigilator has a reasonable suspicion that you have brought unauthorised materials into an examination or course test room, you must comply with any request by them to empty your pockets of all contents and turn your pockets inside out; remove outer items of clothing; pull back long hair to reveal ears and/or neck; roll up sleeves or trousers; remove socks and shoes.

Guidance: Failure to comply with this request will be a breach of these Regulations. Moreover, the College may determine that such failure supports a finding that you do indeed have unauthorised materials in your possession.

- j) You must not take into the examination room:
  - i) Any coats, jackets, or bags where there is provision for separate storage of these items.
  - ii) Any materials – such as blank paper, ear plugs, notes, texts, mobile telephones, dictionary pens, visual aids, smart watches, electronic devices, audio equipment, and any other devices capable of receiving, storing, or transmitting data – unless they are specifically authorised for use in the examination or course test.
  - iii) If you find yourself in possession of a coat, jacket, bag, or unauthorised materials such as a mobile phone you should immediately notify the invigilator.
  - iv) You must give to the invigilator any items that the invigilator indicates they believe are unauthorised.

Guidance: You must not cheat in an assessment of any kind, including examinations, course tests, and coursework. Cheating in an assessment is defined as an attempt to

gain an advantage by unfair means. Where you are suspected of cheating, the College will take action in accordance with the relevant disciplinary procedure.

- k) If you are suspected of any form of cheating, the invigilator should follow the following Malpractice process: -
- i) The invigilator will report all suspected cases of malpractice to the examination officer.
  - ii) The invigilator must record in detail what has happened, and the details of the candidate(s) involved.
  - iii) The invigilator will remove any suspect material and retain as evidence, if applicable
  - iv) The invigilator will explain to the candidate that the incident must be reported, and the awarding body may decide to penalise or disqualify them
  - v) The examination officer will report all instances of suspected malpractice to the Head of HE.
  - vi) The invigilator will allow the candidate to continue the examination.

Guidance: The College may be required to report students on programmes of study that qualify them into a profession overseen by a Professional Statutory Regulatory Body. However, there may be other programmes at CCN where misconduct such as criminal offences, criminal cautions, or breaches of these Regulations (especially those relating to Academic Standards and collusion or cheating) can prevent a student from gaining entry to a profession even though the College has no role in directly qualifying students into the profession. You should therefore ensure that you are familiar with the expectations of any organisation that may regulate you in the future.

## 5) Use of an Electronic Calculator in the Examination or Course test.

- a) You may use an electronic calculator in examinations and course tests unless they are specifically unauthorised for use in the examination or course test. Where the use of a calculator is permitted, you are responsible for providing your own calculator and for ensuring that it is in working order. This should be a standard calculator rather than through utilising this function on a phone/watch.



## 6) Use of a Dictionary in the Examination or Course Test

- a) If your first language is not English you may use a dictionary in any examination or course test unless it is expressly forbidden, such as where the purpose of the assessment is to test competence in a language.
- b) Where the use of a dictionary is permitted, you are responsible for providing your own dictionary and that dictionary must:
  - i) be paper based, unless you have an approved assessment adjustment allowing a dictionary in an alternative format
  - ii) be English to a foreign language, foreign language to English and/or foreign language to foreign language.
  - iii) not be a technical dictionary or a dictionary that contains content other than simple translations.
  - iv) not contain any notes, tabs, or annotations other than your name. Any notes, tabs, or annotations discovered in a dictionary will be treated as evidence of an intention to cheat.

Guidance: Your dictionary may be checked by the Invigilator in the examination/course test room. Dictionaries that do not comply with the above requirements will be removed from you and disciplinary proceedings started.

## 7) Students in breach of the Examination or Course Test rules

- a) The following table sets out the broad approach that the College will follow, should a student(s) be found to have breached these rules.

Classification of offence level to give penalty starting point

Indicative elements of a low-level offence

Your experience as a student, which relates to the expectation that you should be aware of the seriousness of your actions:

You are a student in your first semester of a higher education course in the UK

There are significant cultural considerations and/or extenuating circumstances

You have no previous disciplinary record of cheating

Type of Breach: Considered technical

Your intentions:

Breach without genuine intention to gain advantage

The degree to which you have actually gained advantage is irrelevant to the evaluation of your intentions or the type of breach.

Examples: *Turning over the question paper or writing before the examination starts will usually be considered a low-level breach.*

Indicative elements of a medium-level offence

Your experience as a student, which relates to the expectation that you should be aware of the seriousness of your actions:

- You are not in your first semester of a higher education course in the UK
- You may have a previous disciplinary record of cheating in an examination or course test

Type of breach:

Breach is more than technical. This may be evidenced by possession of, or access to any unauthorised materials, and/or failure to comply with instruction of invigilators acting in accordance with their reasonable suspicion. Multiple breaches in the same examination or course test.

Your intentions:

- Breach was not substantially premeditated or was a naïve attempt to gain advantage
- The degree to which you have actually gained advantage is irrelevant to the evaluation of your intentions or the type of breach.

Examples: *Possession of an electronic device such as a mobile phone will usually be considered a medium level breach.*

<p>Indicative elements of a high-level offence</p>	<p>Your experience as a student, which relates to the expectation that you should be aware of the seriousness of your actions:</p> <p>You are not in your first semester of a higher education course in the UK, and you are considered to be an experienced student.</p> <p>You may have a previous disciplinary record of cheating in an examination or course test</p> <p>Type of breach:</p> <p>Breach is more than technical. This may be evidenced by possession of, or access to substantial unauthorised materials, and/or failure to comply with instruction of invigilators acting in accordance with their reasonable suspicion, and/or commissioning or otherwise allowing another person to pass themselves off as you.</p> <p>Multiple breaches in the same examination or course test Your intentions:</p> <p>Premeditation.</p> <p>The degree to which you have actually gained advantage is irrelevant to the evaluation of your intentions or the type of breach.</p>
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## 8) Procedures for Dealing with Suspected Cases of Cheating

- a) The Academic Standards Officer is responsible for investigation into cases of suspected cheating.

- b) Collection of Evidence

If a marker suspects cheating, they will continue to mark the work as if no concerns are present, keeping a separate copy of the annotated work as evidence. They will gather the necessary evidence to allow the Academic Standards Officer to pursue the appropriate investigation. All online examination submissions may automatically be checked by text matching software that will detect any similarity between different students' submissions and to detect similarity with web-based sources. Wherever possible or appropriate, the main evidence for cheating will be the original sources(s) that has/have been drawn on/copied from. The Academic Standards Officer may also review other work completed by the student, which will allow them to complete the investigation having knowledge of all the relevant information. If an internal marker suspects cheating but is unable to identify the original sources, they should collect what evidence is available and present it to the Academic Standards Officer, who will decide if there is a prima facie case for cheating which would warrant an Academic Disciplinary Panel (ADP).

- c) Initial Screening of Evidence

The Academic Standards Officer shall review the evidence as presented and decide if there is sufficient evidence to require an Academic Disciplinary Panel.

- d) Formal Academic Disciplinary Panel

Where a formal Academic Disciplinary Panel is held, the case shall be considered by a panel consisting of the Academic Standards Officer, and two suitable qualified academic staff members hereafter referred to as the Panel. The staff member that raised the concern will act as the presenter and put forward the case to the members. The student will be summoned to a meeting to discuss the alleged cheating for the module(s) in question. In addition to the summons, the student will be provided with a copy of the work and the similarity report, if appropriate. The student will also be advised within the summons to bring along any supporting evidence to assist with the investigation including those relating to any extenuating circumstances. The summons shall be

delivered to the student's e-mail address and home address at least ten working days (Saturdays, Sundays and institution closure days excepted) before the meeting. The student will be required to respond by a specified deadline (no fewer than 7 days) by either accepting the allegation or not accepting the allegation. Where a student accepts the allegation, they are encouraged to send through a written statement explaining why the offence occurred and detailing the steps they are putting in place to ensure an offence does not occur again.

Where the student does not accept the allegation, they must provide a written statement and any evidence to support their case. Alternative arrangements will be made for correspondence with students who are on a permitted absence.

If a student wishes to appear and can prove that they are unable to appear at the Academic Disciplinary Panel for good reason by notifying the Secretary of the Academic Disciplinary Panel at the earliest convenience, the meeting may be rescheduled or alternative arrangements made, e.g., virtually or by correspondence. If a student fails to appear at the meeting without providing good reason, the meeting shall proceed in the student's absence.

The meeting shall be chaired by the Academic Standards Officer. If the Academic Standards Officer is also the marker, another suitably qualified academic staff member shall act as Chair. The Academic Disciplinary Panel should establish the relevant facts. The staff member who has identified the alleged cheating shall also be in attendance. The student may, if they wish, bring an accompanying person, who shall not take an active part in the proceedings.

In all cases, the student themselves shall answer any questions raised in the meeting. The accompanying person shall not be a member of academic staff.

If, in the opinion of the Panel, the accompanying person is, or appears to be, interfering with the proper conduct of the business of the meeting, the Panel has the right to

- i. adjourn the meeting and reconvene it at a later date, and
- ii. exclude that person from attending the reconvened meeting. A record of the meeting shall be taken by the Secretary to the Academic Disciplinary Panel. For staff development purposes, one member of academic staff not associated with any of the cases under consideration may be added to the online environment as an observer. Where necessary, a professionally registered staff member may be co-opted to the panel, e.g., when the offence is linked to practice-based assessment

The meeting shall proceed in the following order:

- i) the staff member who has initially raised the suspicion of cheating presents their concerns but is not part of the outcome decision-making process;
- ii) the Panel shall then provide the student with an opportunity to respond to the concerns of the marker;
- iii) the Panel may ask further questions;
- iv) the Panel shall advise the student that, where cheating is denied, the case shall be referred to a formal interview with the Head of HE or equivalent and the student will be able to present their case at that time;
- v) The Panel shall ask the student if there are any extenuating circumstances that they would like to raise in the meeting.
- vi) In cases where the Panel is aware of extenuating circumstances these should be taken into consideration when determining an outcome. Evidence of the mitigation must be provided in accordance with the Extenuating Circumstances Policy.
- vii) the marker, student and accompanying person shall then leave the meeting;
- viii) the Panel shall decide on the suitable outcome;
- ix) the student shall be advised of the outcome of the meeting in writing within five working days;
- x) the student can reconsider their plea within five working days of the formal meeting;

## 9) Decisions and Penalties

In considering its decision, the Panel shall sit in private and will consider:

- a) Whether the case has been proven;
  - b) If it has,
    - i) the reasons for the decision and
    - ii) the penalty to be applied and
    - iii) any other recommendations to make to the Assessment Board
- Where the Academic Disciplinary Panel does not find evidence of academic offence it may dismiss the case.

In proven cases of cheating, a fail will be awarded for the piece of work in question. Depending on the severity (where severity shall be a matter for the Panel to judge

but may be influenced by (for example); The volume of suspect material in relation to the whole, Whether or not the student admits to the allegation; any explanation given by the student) of the case the Panel may decide:

- i) to adjust the mark/grade awarded to the piece of work (including to a mark/grade below the pass mark) OR
- ii) declare that the piece of work is to be resubmitted without a cap on the mark OR
- iii) that the piece of work is to be resubmitted with a mark capped at 40% (Pass) OR
- iv) that the whole module is failed and must be reassessed in full and that the reassessment shall be either with or without grade penalty. OR
- v) that the whole module is failed but cannot be retaken or reassessed during the current academic year or at all during the student's current registration OR
- vi) recommend a Fail for the Stage and a requirement that the results for all modules that have been reported be set to 0% Fail and retaken with grade cap penalty OR
- vii) to impose other grade penalties or combination of Fail, Re-sit or Retake requirements that the Panel in its judgement considers both proportionate and appropriate.

Where the student retakes the module,

- i) the maximum assignment and/or module mark (or grade) will be restricted to 40% (or Pass); and
- ii) the module may be deemed to be compulsory for classification purposes, this may involve:
  - a. failure of the stage;
  - b. reduction of honours classification or other commendation.

## 10) Submission of Work for Assessment

- a) Online Submission and Anonymous Assessment
- b) Online Submission
  - i) student work (\*exceptions are outlined in para c) below) offered up for formal assessment shall be submitted using the College's online portal.
  - ii) All provisional and marks for assessed student work, whether submitted using the online system or not, shall be entered, recorded, and internally verified online.
  - iii) Certain assessments will be presumed to be exempt from the electronic submission requirement (this presumption can be rebutted in the MAP):



- a. presentation, simulation, role play, performance, demonstration
  - b. the assessment of a piece of artwork, a physical artefact, a recording or, subject to the requirements of
  - c. the assessment, a piece of software or computer programme
  - d. portfolio of evidence
  - e. examinations and class tests
- i) Manual submission will otherwise only be permitted where the MAP has specified (for some good and proper reason acceptable to the Higher Education Delivery Manager (HEDM) / Programme Manager) that it should be.
  - ii) Dissertations must be submitted electronically using the online submission system. This version will be deemed to be the definitive submission for marking, determination of late submission or word count and for Academic Standards detection.
  - iii) The College will require a bound copy of the final dissertation to be submitted in addition to an electronic submission.

## 11) Anonymous Assessment

- a) The College is committed to fairness and objectivity in the assessment process to protect the interests of both staff and students. In order to ensure this, a system of anonymity in assessment is used – where the identity of the student is not known to the assessor at the time of marking or verification.
- b) Assignment submissions through ATS will be automatically anonymous to the marker, the internal verifier, to the External Examiner and, if they so decide, to the Assessment, Referral and Awards Boards.

## 12) Word Count in Assignments

- a) The total of words which count towards the assessment is to be entered by the student on assignment front sheet or at the beginning or end of the piece of work.
- b) Word count is defined as:

- i) Word count will mean all the words counted by the word processing software in the document submitted as the main body of the assignment.
- ii) For clarification: The following will be included:
  - a. The title page
  - b. Footnotes (where used)
  - c. Text in tables, graphs, and charts: Limited exclusion for charts, tables and diagrams imported as 'picture files': Text – including titles, axis labels, column headings, etc. – in charts, tables and diagrams imported as 'picture files' will not be counted by the word processing software and will not therefore be included in the word count.
  - d. NB: Any deliberate attempt to subvert this allowance by introducing new commentary, analysis, argument, or other original material produced by the student into a table, chart or diagram could result in the commencement of proceedings under the College Cheating and Academic Standards Procedure. Any free text imported as a picture file to avoid being included in the word count will be considered a prima facie act of cheating and dealt with accordingly.
- iii) All quotations, indented or otherwise, and references in text
- iv) The following are excluded from the word count:
  - 1. Bibliography and /or Reference list
  - 2. Appendices

### 13) Penalty for Excess Word Count

- a) There shall be no penalty for a word count which is less than the limit for the assessment as set down in the Module Specification.
- b) There shall be no penalty for a word count which exceeds the limit by up to 10%.
- c) Where the word count exceeds the limit by more than 10% and where there are no provisions in Special Allowances which permit an excess:
  - i) the assessor /marker will mark the whole work to establish the natural mark and record it on ATS (and provide full feedback as normal);
  - ii) ATS will reduce the natural mark by 10% points subject to the constraint that such an adjusted mark shall be not less than 40%. The reduction will be shown on the system and will appear on the student's e-ILP and the data presented to a subsequent Module Assessment Board.

#### 14) Late / Non-submission

- a) The designated Module Leader (or module lecturer in the absence of an identified 'Module Leader') must submit a Module Assessment Plan (MAP) to the HEDM / Programme Manager
- b) The MAP must specify the date on or by which the coursework is to be submitted. Should it become necessary to change the official submission date, not only must this be effectively communicated to all students affected by the change but also to the HEDM / Programme Manager in good time (at least 3 working days before the revised submission date).
- c) Failure to comply with either 14.a) or 14.b) not only means that the MAP cannot be submitted but also renders invalid any penalty for late submission. In this circumstance the lecturer will be required to mark work as if submitted on time irrespective of when the work was actually submitted. The lecturer will be bound to return the marked mark within the normal timescale and will be responsible for ensuring that the mark is submitted for tracking in time for the Module Assessment Board responsible for the module.
- d) For work which is submitted after the published deadline and for which no authorised special allowances extension has been given.
- e) Manual Submission
  - I. The administrator responsible for receiving coursework submissions in the designated place (as specified in the assignment brief), will check that the deadline for submission has not passed at the time of submission. Where the deadline has been passed and up until the end of the third College working day after the original deadline, the administrator will attach a 'Late Submission' label to the front sheet and will write on it the date and time of the submission.
  - II. After the end of the third working day the submission will not be accepted. The report to the assessment Board will be 'assignment not submitted' and a mark of 0 will be formally recorded.
  - III. Work accepted as late will be marked and given feedback without regard to the date/time of submission (unless there is a specific learning outcome addressing timeliness of submission in the assessment brief).

- i) When the natural mark is established, it shall be recorded on the front sheet. The natural mark shall then be adjusted by deducting 10 percentage points from the natural mark save that no mark shall be adjusted to below 40% (Pass).
- f) Online Submission
  - i) The deadline for submission will be up to 24:00 hrs (midnight) on the published due date. The deadline for late submission (with a 10%-point deduction) will be 3 working days after the due date. After 24:00 hrs on the third day the system will disallow submission and the result will be presented.
- g) Special Allowances Extensions
  - i) Where Special Allowances are in place, the HE office (\*) will grant an extension of up to two calendar weeks on receipt of an appropriately evidenced claim. The HE Office staff must access the 'Extensions' section of ATS and enter the revised submission date and give a brief explanation of the reason for the extension.  
\* Or, if absent, the Assistant Principal HE and Adults, the Head of Higher Education.
  - ii) In exceptional circumstances Assistant Principal HE and Adults or the Head of Higher Education may authorise any extension beyond the time limit in g) i) if, in all the circumstances, it is judged to be the right and proper thing to do and does not undermine or compromise the integrity of the award or the assessment process.
- h) Extenuating Circumstances
  - i) All other students experiencing temporary personal difficulties outside of their control which may have a detrimental effect on their ability to complete an assessment by the set deadline should notify the school by raising either a Self- Certification Request (SCR) or Extenuating Circumstances Request (ECR). Please refer to the Partner Institution Extenuating Circumstances Regulations for further details.

## 15) Non-submission

- a) A student's work shall be a non-submission where:

- i) the required work is not submitted at all (absence of a signed receipt or entry in the logbook maintained in the designated area for manual submissions, as per the assignment brief, shall be sufficient evidence of non-submission for this purpose. Conversely the presentation of a properly authorised receipt or the existence of a record of submission in the designated logbook shall be prima facie evidence that the submission was made at the recorded time);
- ii) it is work which under these Regulations should be submitted via the designated area for manual submissions but is handed in directly to a member of academic staff (note the College recognises that some assessments cannot be submitted in this way – presentations, artefacts and portfolios for example and these Regulations do not apply in these situations);
- iii) it is submitted through the proper channels but is submitted after the published deadline (and after the third working day as described in Section 14 Part e) or Section 14 Part f) above and for which there is no authorised Special Allowances extension (Section 14 Part g) or Extenuating Circumstance in place (Section 14 Part h) above;
- iv) a student fails to attend, without prior notification or agreement, for an examination or other assessment task;
- v) a student fails to make a bona fide attempt at an assessment task.

## 16) Publication of Results

- a) Following the meeting of a Module Assessment Board (with respect to module marks) or a Board of Examiners results will be published as follows:
  - i) Module Assessment Board Decisions of the Board with respect to each module shall be published electronically via the student's e-ILP by the end of the working day following the meeting of the Board.
  - ii) Board of Examiners
    - a. Awards.
      - i. Notice of the decisions of the Board with respect to awards made shall be published electronically via the student's e-ILP by the end of the working day following the meeting of the Board.
      - ii. Progression Students will be advised as to whether they may or may not progress to the next stage of their programme (and if so, what conditions may apply).

