

Guidance for staff: Conduct during discussion with student regarding on-line examination

If academic misconduct is suspected in an online examination mode (CEX, DEX, MCQ) by a marker it should be referred to the Module Convenor. If the Module Convenor concurs, per standard process, the Module Convenor (and marker) will compile an Evidence File to be sent to the School Investigating Officer, who will determine whether there is a case to answer.

In compiling evidence, the marker and Module Convenor should try to identify sources from which the work (or parts of it) are thought to have been taken, and have a live discussion with the student.

The invitation to this discussion should be sent by the module convenor, marker or another member of faculty, using the standardised email template. The Guidance for Students on the discussion should be sent with the invitation.

The person conducting the discussion should keep notes as to how the student responds to questions. After the discussion, these notes should then be sent to the student to confirm that they are a fair and accurate reflection of the discussion. The student will have 48 hours to respond, if they wish. These notes will be provided to the Investigating Officer for the Academic Misconduct coversheet along with any comments received from the student. Where there is disagreement the student's comments regarding the difference of understanding should be included in the notes provided to the Investigating Officer. Should any such comments be received after 48 hours, the student will be advised that they can be included in their statement for the panel, where the case is referred to an Academic Misconduct Panel.

If the Investigating Officer determines that there is sufficient evidence and a case to answer, this will be referred to Academic Misconduct as Major Misconduct in an exam. A case may be referred to Academic Misconduct where there is sufficient evidence, where the student declined to take in a discussion with the module convenor, marker or other member of faculty.

Outline of discussion with student:

- This discussion will be with (member of faculty) and

the Investigating Officer may be present but the student will need to be informed of this in

the student may be permitted to have a trusted person (e.g. friend, family member) present during the discussion for support; this person should be an observer and support

- The discussion will not be recorded
- The

