

Hibernia College Quality Framework

Procedure for Investigating Academic Impropriety in a Formal Examination



HIBERNIA
COLLEGE

1 Introduction

1.1 Purpose and Parent Policy

This procedure sets out the steps to be taken in the event of suspected academic impropriety in a formal examination.

The *Policy for Academic Good Practice* is the parent policy.

1.2 Responsibilities

a. Student responsibilities

- i. Where academic impropriety is suspected in a formal examination, the student must cooperate with the investigation and provide any necessary evidence or supporting documentation.

b. Staff responsibilities

- i. The Registrar is responsible for the implementation of this procedure.
- ii. During examinations, the Chief Invigilator is responsible for the initiation of the procedure.

c. Faculty responsibilities

- i. The Director of Programme, or nominee, is responsible for the investigation of academic impropriety in the first instance.

2 Procedure

2.1 Procedure for Investigation and Determination of Academic Impropriety in a Formal Examination

a. Suspected academic impropriety: initial steps

- i. If suspected, the matter is drawn, as soon as is practicable, to the attention of the Chief Invigilator.
- ii. The Chief Invigilator records all steps of the investigation on a relevant form.

b. Investigation

- i. The student is escorted from the examination centre by the Chief Invigilator and another invigilator who acts as a witness.
- ii. The student is informed that they are suspected of academic impropriety and asked to respond.
- iii. The student is asked to surrender any materials which may constitute evidence of academic impropriety in the view of the Chief Invigilator.

c. *Student response*

- i. The student's response is recorded.

d. *Continuing the examination*

- i. Where possible, the student is permitted to complete the examination, unless:
 - To do so would disrupt the conduct of the examination
 - The student does not wish to continue the exam, notwithstanding the standard rules for the examination.
- ii. The student's exam script is collected and corrected normally, pending a decision by the Registrar.

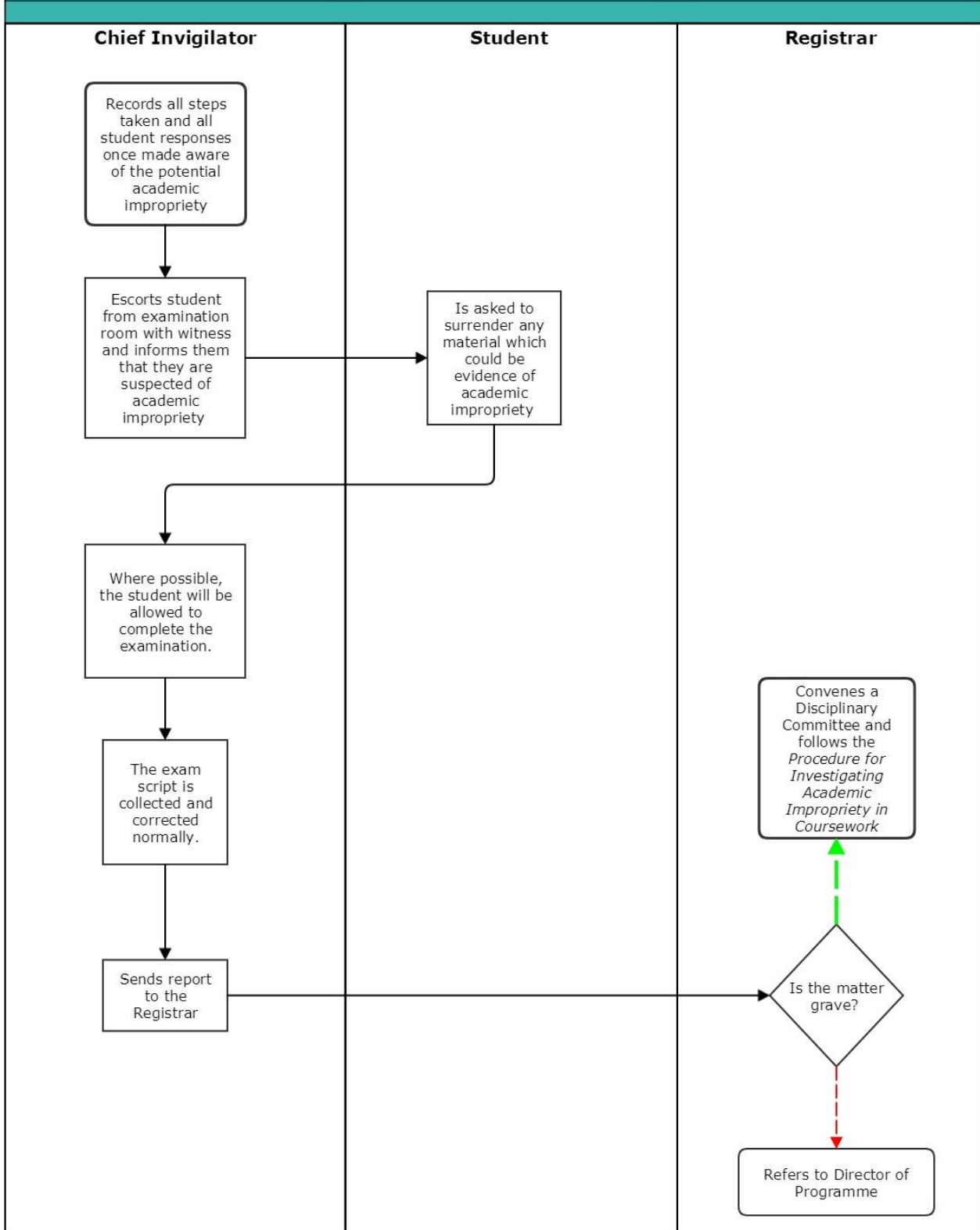
e. *Report to the Registrar*

- i. The Chief Invigilator forwards their report to the Registrar who will determine whether a disciplinary procedure should take place.
- ii. Where the Registrar deems the matter to be grave, a Disciplinary Committee is convened in line with the central procedure in the *Procedure for Investigating Academic Impropriety in Coursework*, adapting what needs to be adapted to accommodate this procedure.

Simplified: Investigating Academic Impropriety in a Formal Examination



**HIBERNIA
COLLEGE**



3 Document Control

Document Title	Procedure for Investigating Academic Impropriety in a Formal Examination		
Author	QA Officer		
Version	V.1	Adoption Date	28/06/2018
Expected Review Date	June 2019		
Related Policies	Policy for Academic Good Practice Student Charter		
Related Procedures	Procedure for Investigating Academic Impropriety in Coursework		
Related Resources			