

# Academic Misconduct Investigation in a Formal Examination Procedure

## Section 1 - Introduction

### Purpose and Parent Policy

(1) This procedure sets out the steps to be taken in the event of suspected academic misconduct in a formal examination. The [Academic Integrity and Good Practice Policy](#) is the parent policy.

### Responsibilities

#### Student Responsibilities

(2) Where academic misconduct is suspected in a formal examination, the student must cooperate with the investigation and provide any necessary evidence or supporting documentation.

#### Staff Responsibilities

(3) The Registrar is responsible for overseeing the implementation of this procedure.

(4) During examinations, the Academic Integrity and Assessments Manager, or nominee, is responsible for the initiation of the procedure.

#### Faculty Responsibilities

(5) The Programme Director, or nominee, is responsible for the investigation of academic impropriety in the first instance.

## Section 2 - Procedure

### Part A - Procedure for Investigation and Determination of Academic Impropriety in a Formal Examination

#### Suspected Academic Impropriety: Initial Steps

(6) If suspected, the matter is drawn, as soon as is practicable, to the attention of the Academic Integrity and Assessments Manager, or nominee.

(7) The Academic Integrity and Assessments Manager, or nominee records all steps of the investigation on a relevant form.

#### Investigation

(8) The student is escorted from the examination centre by the Academic Integrity and Assessments Manager (or nominee) and another member of Hibernia College Staff (acting as a witness) prior to the end of the period of

examination

(9) The student is informed that they are suspected of academic misconduct, given a brief summary of the grounds for the suspicion and are afforded the right of response.

(10) The student is given the opportunity to surrender any materials cited as evidence of misconduct by the Academic Integrity and Assessments Manager.

### **Student Response**

(11) The student's response is recorded.

### **Continuing the Examination**

(12) Where possible, the student is permitted to complete the examination, unless:

- a. To do so would disrupt the conduct of the examination
- b. The student does not wish to continue the exam, notwithstanding the standard rules for the examination

(13) The student's exam script is collected and corrected normally, pending a decision by the Programme Director

### **Report to the Programme Director and Registrar**

(14) The Academic Integrity and Assessments Manager forwards their report to the Programme Director and Registrar. The Programme Director will determine whether a disciplinary procedure should take place and whether it is necessary to escalate the matter to the Registrar.

(15) Where the Programme Director deems the matter to be grave, it is escalated to the Registrar and a Discipline Committee may be convened in line with the central procedure in the [Academic Misconduct Investigation in Coursework Procedure](#) adapting what needs to be adapted to accommodate this procedure.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	18th May 2023
<b>Review Date</b>	18th May 2026
<b>Approval Authority</b>	Quality Assurance Administrator
<b>Approval Date</b>	18th May 2023
<b>Expiry Date</b>	Not Applicable
<b>Enquiries Contact</b>	Quality Assurance

## Glossary Terms and Definitions

**"Procedure"** - Procedures are the broad actions that must be carried out to implement a policy. They set out 'how to do' what the policy specifies must be done.

**"Academic Misconduct"** - Academic Misconduct is any form of cheating or other attempt to seek an unfair reward for the amount of genuine effort put into an assessment task or an advantage over other students.