

UNIVERSITY OF LONDON

Procedures for the Consideration of Allegations of Assessment Offence

- a) These Procedures describe the University's response to allegations of offence in any form of assessment that contributes to the award for which a student is registered.
 - b) Definitions of what constitutes an assessment offence can be found in the Quality Assurance Framework for students of the School of Advanced Study.
 - c) The authority under these Procedures resides with the Associate Director: Student Affairs.
 - d) The Associate Director: Student Affairs may delegate any of the duties assigned to them under these Regulations to another member of staff of the University.
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- e) Any student will be presumed to be innocent of an alleged offence until the opposite is established beyond reasonable doubt.
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Use of the following terms throughout the Procedures for the Consideration of Allegations of an Assessment Offence (the *Procedures*) are defined below:

A breach of assessment regulations, as defined in the Quality Assurance Framework. Assessment Offence, Examination Offence and Academic Misconduct may be used interchangeably across various University literature, but mean the same thing.

A decision that is made about a matter where the opinion of an academic expert is essential, such as the relevance of unauthorised materials in a written examination; or whether unreferenced material can be considered 'common knowledge' within that area of academic research.

The allegation against you and all information relating to it.

The final decision(s) reached following consideration of a case under a stage of these *Procedures*. This may include the application of penalties.

A sanction imposed as a consequence of a student having been found, through these *Procedures*, to be in breach of the assessment regulations. A penalty can be non-academic, such as a warning; or academic, such as 'no report'. A list of penalties available under these Procedures can be seen on page 7 of this document.

- 20.1. That the procedures were not followed properly;
 - 20.2. That the decision maker(s) reached an unreasonable decision (e.g. case is outside of precedent);
 - 20.3. That the student has new material evidence that they were unable, for valid reasons, to provide earlier in the process;
 - 20.4. That there is bias or reasonable perception of bias during the procedure;
 - 20.5. That the penalty imposed was disproportionate, or not permitted under the procedures;
21. Appeals must be made using an appeal form, available from assessment.offences@london.ac.uk, stating clearly the grounds on which they are being made and providing relevant supporting evidence.
 22. Appeals made after two weeks or without relevant supporting evidence will not normally be considered.
 23. The Chair of the Assessment Offences Committee determines whether an appeal has been made on valid grounds and can be accepted for consideration.
 24. If an appeal is not accepted, the student will be informed in writing, including the reasons for this decision. A Completion of Procedures Letter will be issued from the Office of the Vice Chancellor. This enables a student to pursue an independent review with the Office of the Independent Adjudicator for Higher Education (OIA). Full details of the OIA and how to make a complaint are available from oiahe.org.uk
 25. If an appeal is accepted, it will be scheduled for consideration at the next meeting of the Assessment Offences Committee.
26. The Assessment Offences Committee will meet to consider outcomes of cases where either;
 - a) an appeal made on valid grounds has been accepted for further consideration.
 - or
 - b) the Associate Director: Student Affairs was unable to determine an outcome (for example, due to the absence of established precedent, the severity or complexity of the offence)
 27. The Assessment Offences Committee will normally consist of no fewer than three members, including the Chair of the Assessment Offences Committee, who is appointed annually for a fixed term. Further members will normally be academic staff drawn from Member Institutions of the University of London or Institutes of the School of Advanced Study and include an academic lawyer, appropriate subject specialist(s)

29. In exceptional circumstances the Committee is permitted to conduct its business with two members.
30. No member of the Committee will have had any prior knowledge of the student or personal involvement in the case.
31. The Committee will normally conduct its business in person. Deliberations are permitted to take place by correspondence, or electronic means, if there is a clear reason for doing so and the method has been agreed by the Chair in consultation with the Associate Director: Student Affairs.
32. The Committee will be provided with full details of the cases under consideration includo8bh58(:)-4()JT#TQq

The case

40. The decision of the Committee at this point is final and concludes the University's consideration of the matter. A Closure of Procedure Letter will be issued. This enables a student to pursue an independent review with the Office of the Independent Adjudicator for Higher Education. Full details of the OIAHE and how to make a complaint are available on the website of the OIAHE: oiahe.org.uk

41. Following consideration of the evidence, the Committee will determine whether the allegation is proven. The Chair will give clear reasons for the decision.

42. If the Committee determines an offence is proven, they will be provided with details of the student's assessments to date, any prior proven assessment offences on the student's record and any mitigating circumstances that apply to the assessment offence in question.

43. The Committee, giving due consideration to the impact on the student's progression or eligibility for the award for which they are studying, will determine whether a penalty is to be applied, with reference to Annex 1.

44. The outcome determined by the Committee, and full details of any penalties, will be communicated to the student in writing by the Chair. The outcome will also be communicated to the referring body if appropriate.

45. Appeals against a decision of the Assessment Offences Committee should be made in line with paragraphs 20 – 22.

46. The Pro-Vice Chancellor (International), or, the Dean of the School of Advanced Study, as appropriate, determines whether an appeal has been made on valid grounds, has supporting evidence and can be accepted for consideration.

47. If an appeal is not accepted, the student will be informed in writing, including the reasons for this decision. The decision at this point is final and concludes the University's consideration of the matter. A Completion of Procedure Letter will be issued. This enables a student to pursue an independent review with the Office of the Independent Adjudicator for Higher Education (OIA). Full details of the OIA and how to make a complaint are available from oiahe.org.uk

48. If an appeal is accepted, a new Assessment Offences Committee, with members with no previous involvement in the case will be convened. The Committee will meet and conduct its business in accordance with paragraphs 27 – 40.

49. The Chair of previous the Assessment Offences Committee will present the case in place of the Associate Director: Student Affairs and/or Senior Manager: Academic Integrity and Student Conduct, as stated in paragraph 34.

1. no further action to be taken, or
2. that the student be formally reprimanded and reminded of the need to strictly follow the Regulations, and/or
3. that no report be made on the performance of the student for the assessment in question, or
4. that no report be made on the performance of the student for any or all the papers/he EMC Tm0he assessment in

Note: The definition of 'subsequent session' will be determined by the Associate Director: Student Affairs or the Assessment Offence Committee, but will normally be taken to mean that