

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

If academic misconduct is suspected in an on-line examination mode (CEX, DEX, MCQ) by a marker it should be referred to the Module Convenor. If the Module Convenor concurs, as 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 then 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 e-mail 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

