

Regulations on Assessments and Cheating in Examinations

These regulations are intended to provide a suitable working environment for candidates and to maintain the security of School assessments. Candidates must adhere to the regulations and should be aware that a breach of the regulation may result in disciplinary procedures.

(1) General

- (a) No student shall be eligible for assessment unless the appropriate fee has been paid to the School at the due time;
- (b) Assessment fees are normally included in the module fee.
- (c) If a candidate withdraws from an assessment, or does not submit an assessment item, or leaves the module or course without undertaking an assessment, the candidate is not entitled to recover any proportion of the tuition fee paid and no proportion of the fee is transferable to a later assessment. The refund of any fee shall be made only in exceptional circumstances.

(2) Conduct in Examinations, Course Tests and Coursework

- (a) Candidates for examinations, course tests and coursework are responsible for noting correctly the times and places of examinations and course tests and the submission dates of coursework. No special arrangements can be made for candidates who fail to attend an examination or course test at the proper time, or who fail to submit coursework by the deadline.
- (b) In the event of illness or other extenuating circumstances on the day of the examination or course test, candidates are advised to report the circumstances to the Module Leader. Candidates too ill to attend an examination must go to their GP on the day of the examination or, if too ill to do so, immediately inform their GP. Candidates absent from an examination will need evidence from a GP, obtained on the day of the examination. Candidates prevented from attending an examination by circumstances other than illness must immediately inform the Module Leader.
- (c) Candidates are responsible for maintaining their own good order during examinations are required to obey all instructions given to them by Invigilators concerning each examination. Invigilators may take appropriate action to ensure that the examination is conducted under proper examination conditions;
- (d) Candidates are not permitted to enter the examination room more than thirty minutes after the scheduled start time of the examination, or leave the examination room until thirty minutes have elapsed. During the examination, candidates may leave the examination room only under supervision and, if visiting the toilet, must sign out and in again;
- (e) Candidates may not leave the examination room during the last fifteen minutes of the examination;
- (f) If candidates have to leave their desks for any reason they should move quietly and create as little disturbance as possible;
- (g) Smoking is prohibited in the examination room;
- (h) Coats, jackets and bags may not be taken into the examination room where there is

provision for separate storage of these items;

(i) No unauthorised materials such as notes, texts, visual aids or audio equipment may be taken into the examination room unless approved for use in an examination. Where there is reasonable suspicion that a candidate may have brought into an examination any unauthorised material(s), the Invigilator(s) may ask the candidate to empty his/her pockets. Non-compliance by any candidate with such a request shall be referred to the relevant Course Leader;

(j) No examination answer booklets or other stationery may be removed from the examination room;

(k) Candidates are not permitted to communicate with anyone except an invigilator during the examination;

(l) Answers to questions must be written legibly in ink unless otherwise specified;

(m) Candidates who do not wish to hand in an answer booklet at the end of the examination must report this to the Invigilator, who will annotate the cover to this effect and ensure that it is retained;

(n) Unless prohibited by the Learning and Teaching Committee of the Senate, on the recommendation of the Board of the School, electronic calculators may be used in examinations and course tests under the following conditions:

(i) the calculator shall be of a non-programmable and non-communicable type, with no text retrieval or graphical capabilities, unless otherwise specified on the front of the examination paper;

(ii) only those models of calculator that appear on the University's list of approved calculators shall be used;

(iii) the calculators shall be subject to checking by the examination invigilators;

(iv) candidates are entirely responsible for the working order of their calculators and batteries;

(v) candidates must show on each answer booklet the type of calculator used, if any;

(vi) Candidates whose first language is not English may use a dictionary in any examination or course test except where the purpose of the assessment is to test competence in a language.

The dictionary must be paper-based, unless there is an approved educational need. Technical dictionaries and dictionaries where the content includes more information than simple translations are prohibited. English to a foreign language, foreign language to English and foreign language to foreign language dictionaries are permitted. Candidates must provide their own dictionaries, in accordance with the School's list of approved dictionaries, which will be checked by the Invigilator in the examination room. Dictionaries should contain no notes or annotations other than the candidate's name. Any notes or annotations discovered in a dictionary will be treated as evidence of an intention to cheat and the circumstances referred to the relevant Course Leader in accordance with 17 (2) (q) below;

(p) Candidates who are referred to Reassessment or who have been granted a Delayed Royal Marsden School / University of East Anglia (2015)

Assessment or Reassessment, or a Further Reassessment are expected to sit the examinations at the Royal Marsden School.

(q) Cheating in an examination or in a coursework assessment is defined as an attempt to gain an advantage by unfair means and includes (but is not limited to):

- communication with another/others in an examination
- commissioning or otherwise allowing another person to pass himself/herself off as the candidate
- impersonating another candidate
- possession of, access to and/or use of any unauthorised materials in an examination such as, but not restricted to, notes, texts, mobile telephones, visual or audio material
- continuing to write in an examination after candidates have been instructed to stop
- deception in research encompassing the falsifying, fabricating, or misrepresentation of data.

Where there is reasonable suspicion of cheating in an examination, a candidate may be required to do one or more of the following:

- (i) empty pockets of all contents and turn pockets inside out;
- (ii) remove outer items of clothing;
- (iii) pull back long hair to reveal ears and/or neck;
- (iv) roll up sleeves or trousers;
- (v) remove socks and shoes.

Cheating is a serious offence. If a student is suspected of cheating or fails to comply with a requirement as set out above, members of School staff will, for those students suspected of cheating in an examination, immediately inform the candidate of the fact, confiscate any unauthorised materials, mark the answer booklet with the time at which the suspicion occurred and then allow the candidate to continue with the examination.

In all cases of suspected cheating the Invigilator will:

- (ii) inform the relevant Course Leader, who will act in accordance with (r) below;

(r) The relevant Course Leader shall consider the evidence and determine the seriousness of the offence, classifying it as a low level (Level 1), medium level (Level 2) or high level offence (Level 3) using the grid below.

| Criteria | Low Level (1) | Medium Level (2) | High Level (3) |
|---|--|---|--|
| <p><i>Experience of Student</i></p> <p><i>Relates to the expectation that the student should be aware of the seriousness of their actions</i></p> | <p>For example:</p> <p>First year student or first semester of course</p> <p>Cultural considerations and/or extenuating circumstances</p> <p>No previous disciplinary record of cheating</p> | <p>For example:</p> <p>Student after first semester of course</p> <p>Previous disciplinary record of cheating in examination/course test (Level 1 offence)</p> | <p>For example:</p> <p>Experienced student</p> <p>May have previous disciplinary record of cheating in an examination (level 2 or level 3)</p> |
| <p><i>Nature and extent of the breach</i></p> | <p>For example:</p> <p>Breach regarded as 'technical'; judged to have led to no or negligible advantage to the student (eg irrelevant annotation in dictionary)</p> | <p>For example:</p> <p>Breach results in some advantage to the student and is more than a 'technical' breach. May be evidenced by possession of or access to and/or use of any unauthorised materials. Student fails to comply with instruction where there is reasonable suspicion</p> | <p>For example;</p> <p>Breach results in significant advantage to the student and may be evidenced by possession of or access to and/or substantial use of unauthorised materials or by commissioning/allowing another person to pass himself/herself off as the student or by impersonating another student</p> |
| <p><i>Intention</i></p> <p><i>Relates to the intentionality of the act of cheating and the intent to cheat by way of use of unfair means in the assessment</i></p> | <p>For example:</p> <p>Technical breach without intention</p> | <p>For example:</p> <p>There is evidence that there was use of unfair means but the evidence suggests that the act was not substantially pre-mediated or was an unsophisticated and naive attempt to gain advantage</p> | <p>For example:</p> <p>There is evidence that there was significant use of unfair means and that the evidence suggests that this was pre-mediated</p> |

Having classified the level of offence, the relevant Course Leader shall take action as follows:

(1) Level 1 Offence

The relevant Course Leader shall determine that the student receive a warning letter which will remain on the student's file for the duration of his/her studies at the Royal Marsden School and which shall indicate that in the event of a further offence in an examination this offence will be classified as a Level Two offence.

(2) Level 2 Offence

The Head of School shall refer the student's case to the Chair of the **School Student Discipline Committee** for consideration as to a penalty in accordance Appendix 3 of the UEA *Disciplinary Procedures*. In these circumstances a student may appeal to the School Student Discipline Appeals Committee against the finding and /or the penalty.

(3) Level 3 Offence

The Head of School shall refer the student's case to a School Student Discipline Committee as set out in the *Disciplinary Procedures*.

(s) Illegibility of Examination Scripts and Gratuitously Offensive Material in Work Submitted for Assessment

Students are expected to present examination scripts in legible handwriting (unless individual arrangements are approved by the relevant Course Leader for the use of a computer) and should not include gratuitously offensive material in any work (including coursework) submitted for assessment.

(i) Where a marker finds a section of an examination script or other form of assessed work is illegible or contains what is considered to be gratuitously offensive material, s/he shall mark the parts of the script that are legible or do not contain gratuitously offensive material and refer the whole script to the Chair of the Board of Examiners responsible for the module concerned.

(ii) In the light of (s) (i), the Chair shall:

either

(a) confirm that the section of the script is illegible or that the work submitted for assessment is gratuitously offensive

or

(b) decide that the script is legible or that the material is not gratuitously offensive and ask a second marker to mark the script or work in question.

(iii) In the event that the Chair confirms that a section of a script is illegible or that the work submitted for assessment is gratuitously offensive, the Chair, informed by the marker, shall:

(a) decide whether the illegible or gratuitously offensive part of the script or work submitted for assessment represents a minor or major proportion of the whole and whether any marks derived from this part would have a material impact on the module mark.

(b) If it is decided that the illegible section of a script or the gratuitously offensive part of the Royal Marsden School / University of East Anglia (2015)

work submitted for assessment represents a minor proportion of the script and would not have a material impact on the module mark, a mark of zero shall be awarded for this section.

(c) If it is decided that the illegible section of a script represents a substantial proportion of the whole and/or would have a material impact on the module mark, the student will be invited to report to the relevant Course Leader so that arrangements can be made to have their work legibly transcribed (by reading their answers under examination conditions);

(d) if it is decided that the gratuitously offensive section of work submitted for assessment represents a substantial portion of the whole and/or would have a material impact on the module mark, a mark of zero shall be awarded for this section and a report made to the Head of School for consideration for disciplinary action under the Attendance, Engagement and Progress Policy.

(iv) Where a marker finds that the whole of an examination script is illegible (or such a substantial part that there is little material that can be marked) or contains gratuitously offensive material in work submitted for assessment, they shall refer the script or the work submitted for assessment to the Chair of the Board of Examiners responsible for the module concerned.

(v) In the light of (r) (iv) above, the Chair, informed by the marker shall:

either

(a) confirm that the whole script is illegible or that all the work submitted for assessment is gratuitously offensive

or

(b) decide that the script is legible or that the material is not gratuitously offensive.

(vi) In the event that the Chair confirms that:

(a) the whole script is illegible, the student will be invited to report to the relevant Course Leader so that arrangements can be made to have their work legibly transcribed (by reading their answers under examination conditions);

(b) work submitted for assessment is gratuitously offensive, a mark of zero shall be awarded for the whole of the work in question and a report made to the Head of School with a recommendation that disciplinary action be taken under the Attendance, Engagement and Progress Policy.

(vii) Where an opportunity is provided to have an illegible script or part of a script legibly transcribed a student may:

(a) accept the offer and make arrangements with the relevant Course Leader; or

(b) accept a mark of zero for the script or part of the script which has been deemed to be illegible.

(viii) In all cases where part or the whole of a script has been deemed to be illegible, or where a marker has concerns about the legibility of a script, the student shall be referred to

the Personal Tutor for appropriate guidance and advice.

Procedure for marking offensive material

If offensive material is found in a student's assessed work and it is considered by the marker that disciplinary action should be taken, the matter will be referred to the Head of School for action under the Attendance, Engagement and Progress Policy.

(a) Regardless of any disciplinary action, the following process should apply when marking offensive material:

A marker should award the work a mark worthy of its academic merit and notwithstanding the inclusion of offensive material. If the work submitted has no academic merit and has not met the learning outcomes of the task set, a marker may award 0%.

(b) Where a marker is concerned that the offensive material causes him/her undue stress and may influence the marking, the matter shall be referred to the Chair of the Board of Examiners who will review the material and decide whether the material is such that the work should not be marked or that another marker should be asked to mark the work as much as possible. If the alternative marker declines to mark the work on the basis that the work, or part of the work contains gratuitously offensive material, the work or the relevant part(s) of the work shall be deemed unmarkable and a provisional mark of 0% recorded for those parts of the work that are deemed unmarkable.

(c) If disciplinary action has been taken as part of the procedure for marking offensive material, marks awarded for assessments containing offensive material should be confirmed by the Board of Examiners once the disciplinary investigation/action has been concluded.