

AQD only	
Date received:	

Academic Misconduct Allegation and Record Form (Exams)

Instructions and explanation

This form is the formal record of an Misconduct investigation, and will detail the allegation, response and outcome of each case. The form, along with other supporting documentation will be held confidentially in Quality Team in line with University retention policies and procedures.

Please ensure that all sections are completed as fully as possible. After each stage the form **and any accompanying documentation** must be returned to michellejones@ibsl.org.uk

Identified by:			
Section 1: Student and Assessment Details			
To be completed by identifier and sent to michellejones@ibsl.org.uk			
Student details			
ID number			
Student surname		Student forename	
Year of Programme			
Declared Disability?	Yes/No		
Course			
Assessment details			
Unit			
Unit		Module credits	
Element (eg CW1)		Element weighting	%
Submission date		Reassessment?	Yes/No
Section 2: Allegation			
To be completed by identifier/invigilator. Please tick all appropriate statement/s			
Unauthorised material: student was found to have/ used unauthorised material in the exam.	<input type="checkbox"/>		
Failure to follow instruction: student did not follow instructions of the invigilator e.g. continued to write after the exam was finished	<input type="checkbox"/>		
Impersonation: Someone other than the student attempted/took the exam on their behalf	<input type="checkbox"/>		
Other breach of exam regulations: this would include mobile phone going off, communicating with others in the hall for example	<input type="checkbox"/>		

Details of Allegation

Identify the area/s of the alleged misconduct in the assessment to be completed by identifier/ invigilator

Please provide a full account of the allegation that has been made. This section should include details of any other person present that may be able to confirm the account.

Evidence

Please ensure the student's work and all evidence is highlighted and cross referenced to the source documents to show the extent of alleged plagiarism.

Exam question paper	<input type="checkbox"/>	Student's script	<input type="checkbox"/>
Exam room report	<input type="checkbox"/>	Authorised material	<input type="checkbox"/>
Other (please specify)			
On prima facie review is there a case to be answered?			Yes/No
Can the matter be closed with a formal written warning (Penalty 1)?			Yes/No

Section 3: Student Response

To be completed by the student.

Please give your response to the allegation of academic misconduct made against you as indicated in sections 2.

Section 4: Decision & Penalty

To be completed by CEO (In liaison with Ofqual)

Is the case proven? If yes, given details of decision below		Yes / No
Please detail here the justification for the decision of proven Academic Misconduct.		
No of proven misconduct cases prior to this one (including coursework)		1 / 2 / 3+
Misconduct type: Identify/confirm the nature of the misconduct and tick one or more boxes		
Mobile phone or other electronic device ringing during examination.	Penalty 1	<input type="checkbox"/>
Introduction or use of devices of any kind other than those specifically permitted in the rubric of the paper.	Penalty 2	<input type="checkbox"/>
Removing any script, paper, or other official stationery (whether completed or not) from the examination room, unless specifically authorised by an invigilator or examiner	Penalty 2	<input type="checkbox"/>
Communicating with another student or with any third party other than the invigilator/examiner, or accessing the internet without permission, during an examination or test.	Penalty 2	<input type="checkbox"/>
During an examination or test, copying or attempting to copy the work of another student, whether by overlooking his or her work, asking him or her for information, or by any other means.	Penalty 3	<input type="checkbox"/>
Unauthorised possession of digital media devices etc. at any time during an examination or test.	Penalty 4	<input type="checkbox"/>
Crib sheets containing notes.	Penalty 4	<input type="checkbox"/>
Being party to any arrangement whereby a person other than the candidate represents, or intends to represent, the candidate in an examination or test.	Penalty 4	<input type="checkbox"/>
Taking into an examination a pre-written examination script for submission and exchanging it for a blank examination script.	Penalty 4	<input type="checkbox"/>
Obtaining access to an unseen examination or test prior to the start of an examination/test.	Penalty 5	<input type="checkbox"/>
Being party to any other arrangement that would constitute a breach of these Procedures	Penalty will correspond to the nature of the offence and will be in accordance with penalties outlined for each of the above	

Penalty	Penalty Description	Penalty selected
Penalty 1	No further action beyond formal warning sent and kept on file.	
Penalty 2	Assessment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) but assessment component mark capped at 10 marks below pass mark although credits will be given if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.	
Penalty 2	Assessment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) but assessment component mark capped at 15 marks below pass mark although credits will be given if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.	
Penalty 2	Assessment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) but assessment component mark capped at 20 marks below pass mark although credits will be given if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.	
Penalty 2	Assessment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) but assessment component mark capped at 25 marks below pass mark although credits will be given if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.	
Penalty 3	Assessment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) but module mark capped at 20 marks below pass mark although credits will be given if a pass mark (pre-capping) is achieved. NB No condonation possible until	
Penalty 3	Assessment awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) but module mark capped at 30 marks below pass mark although credits will be given if a pass mark (pre-capping) is achieved. NB No condonation possible until	
Penalty 4	Assessment and Module awarded 0% - resubmission required (subject to student's being within referral envelope for programme and level) for credits only if a pass mark (pre-capping) is achieved. NB No condonation possible until student completes referral work.	
Penalty 4	Module awarded 0% - no opportunity to re-sit	
Penalty 5	Recommended expulsion from institution but credits retained and award made	
Penalty 5	Recommended expulsion from institution but credits retained and no award made	
Penalty 5	Recommended expulsion from institution with credits withdrawn and no award made	

Justification of penalty

The justification should be recorded in the box below.

For IBSL programmes only: Student referred to Fitness to Practice? If yes please state reasoning in the box below. This will form part of the papers for the Fitness to Practise panel.

Yes / No