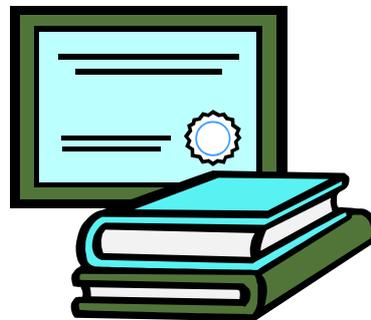
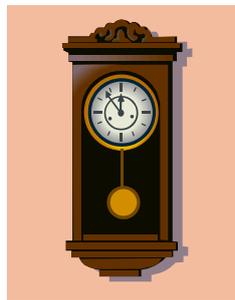


ASSESSMENT HANDBOOK

2006-2007



This handbook contains detailed information on all aspects of examinations/assessments. It should be read in conjunction with Programme Regulations and Departmental Handbooks

***For those students who require this Handbook in an alternative format
please enquire at the Examinations Office***

EXAMINATIONS HAND BOOK

METHODS OF ASSESSMENT

Types of Assessment

Students are assessed by a variety of assessment methods agreed through the approval process to ensure that the learning outcomes for the individual courses and programmes overall have been met successfully.

Assessment methods may include seen or unseen written examinations, coursework, oral examinations practical examinations, presentations, portfolios, exhibitions, performances, professional practice. For more information on all your assessment requirements you should consult your Programmes Regulations and Departmental Handbook. First year students particularly should ensure they read the section on examination entry (see Assessment Confirmation Forms).

Written papers

The following types of written examination papers are used at Goldsmiths College:

- Unseen written examination papers in which no materials are permitted in the Examination Halls (unless specifically noted).
- Unseen written examination papers in which candidates are permitted to refer to a specified book or books, or to use calculators in the Examination Halls.
- Written examination papers which have been read by the candidates in advance of the examination. These are sent to candidates one week or two weeks in advance of the examination depending on the instruction/directions of the examiners.
- Takeaway papers which are given to candidates on a specified date, to be completed and returned by a specified date (it should be noted that students write the answers to these papers away from the examination hall).

For most programmes the written examination papers take place from the third week of the summer term. This will be Tuesday 8th May 2007 (note – BH on 7 May) for 2006/07. A provisional examination timetable will be available in the spring term but the finalised version will be available on the Registry website, notice boards and displayed in Academic Departments. Please look at the website which contains important examination information as well as the final timetable giving the examination venues.

Details of examination regulations for students sitting written papers can be found in the Summer Examination Booklet and on the website and should be read carefully. Those include the fact that no personal belongings should be taken into the examination halls (the main cloakroom should be used) and students may not leave the hall during the first half hour or the last quarter hour of the examination. Should you arrive more than 30 minutes late for an examination do not go to the Examination Hall but report directly to the Examinations Office (Room 140 Main Building). Should you be prevented because of illness, from attending an examination you should, as soon as possible, submit medical evidence covering your absence to the College Examinations Officer. For information relating to misconduct in examinations please see page eleven of this booklet.

Coursework

Course work includes all assessable elements of a course which form part of the requirement of the programme of study other than practical and written examinations e.g essays, reports, dissertations, projects and portfolios. Please note that these definitions are not exhaustive.

The following are definitions of some of the types of assessed **coursework** used at Goldsmiths:

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|---------------------|---|
| Essay | The discussion of a topic or a question, presenting an argument and giving evidence for it. Undergraduate essays should be fully referenced, with a bibliography. |
| Report | An account (normally not exceeding 10,000 words) of the study of a specified topic based on experiments, observations or review of literature. A full relevant bibliography would normally be expected. |
| Review | An evaluation of student contribution to the learning environment over a given period of time, which may offer the opportunity for formal feedback to the student. |
| Dissertation | An ordered and critical exposition of existing knowledge in any field or part of a field of study. It may vary in length but should not normally exceed 30,000 words unless otherwise stated in the Regulations for a specific degree. There should be evidence that the field has been surveyed thoroughly for the appropriate level. A full bibliography and references would normally be required. |
| Portfolio | A collected body of work, usually essays or other relevant visual material as defined by the relevant Department. |

Other forms of assessment

Oral Examinations <i>(viva voce)</i>	A conducted interview which verbally tests a student's knowledge.
Practical or Performances Examinations	The examination of a student testing technical, musical, theatrical or other types of knowledge.
Presentation	A demonstration by a student, normally to his/her peers of progress on a piece of research or similar work.
Studio Presentation	A selected presentation by the student of their studio practice research.
Exhibition	A presentation of a student's work indicating his/her position as an artist.
Professional Practice	A period spent by a student as a placement or teaching practice as part of a professional programme.

Legible Work

It is the candidates' responsibility to ensure that all work is legible and in a state that the Examiners can read without difficulty.

Valid Attempt

Candidates should be aware that a blank or worthless script or other piece of assessed work does not constitute a valid attempt.

It is a matter for the professional judgement of individual examiners to decide what constitutes a valid attempt.

Performance during Examinations

If you wish the Board of Examiners to know of any illness which you think may have affected your performance, you must inform the Examinations Officer immediately, in writing, and furnish a medical certificate obtained at the time of the illness. Standard medical forms (obtainable from the Medical Centre) should be used if possible. Unless there are exceptional circumstances late submission of medical evidence will not normally be accepted.

Deferred Assessment and Late summer Re-sits

If because of medical or other exceptional circumstances acceptable to the Examiners, you may request to defer either the sitting of an examination or the submission of assessed work. If you are granted deferred assessment for the current session the examinations will commence on 23 August and the date for deferred assessed coursework will be 30 August. You will be informed in writing in July if you are to be offered deferred assessment. You will be required to return the entry form by the deadline given. Further medical evidence must be submitted if you are unable to undertake the deferred assessment. First and second year students on course unit programmes may be offered late summer re-sits. The procedure for entering for these is the same as for deferred assessments shown above.

We will endeavour to convey the results of the deferred assessments and re-sits as quickly as possible in order for you to know whether or not you can progress/graduate. It would be appreciated if you could avoid telephoning as this will only hold up the process.

Submission of Assessed Coursework

Coursework includes all assessable elements of a course which form part of the requirement of the programme of study other than practical and written examinations i.e. essays, reports, dissertations, projects and portfolios.

All programmes will have published deadlines when work must be submitted. Some Departments require work to be submitted directly to the Departments. The work for some programmes is submitted centrally via the Examinations Office. You are responsible for ensuring that you are aware of the exact date and place of submission. You should ensure you obtain a receipt for work submitted and **NEVER** just put work in pigeon holes or under tutors' doors.

All deadlines must be met – extensions are not permitted. If there are extenuating circumstances which mean you are unable to submit you may be permitted a deferral (see previous section).

Prior to submitting your work you should have signed an Assessment Misconduct Form. In this you undertake to confirm that all work you submit will be your own. For fuller details please see page (13) further on in this booklet which should be read very carefully.

Progression

If your programme is more than one academic year long then there will normally be progression requirements you must fulfil before proceeding to the next year – for instance continuing full time students enrolled for undergraduate course unit degrees must pass a minimum of 3 course units in year one before proceeding to the next year. For exact progression requirements for your programme you should consult the programme regulations.

Results

Lists of finalists (by number) of classifications and lists of continuing students (by number) of students eligible to progress) will be displayed on the Boards outside the Examinations Office by the dates shown in the Summer Examinations Booklet and on the Web. During July/August individual transcripts and results will be sent to your home address confirmed by you on the Assessment Confirmation Form (see following section). You should note that if your transcripts indicate that the Examiners require you to retake units/elements these retakes must be taken the following year. Failure to do so will prevent you graduating.

The Examinations Office has to process a very large number of results and cannot give an exact time of when individual programme results will be posted. Please note that results **cannot** be given out over the telephone. By telephoning you will be holding up the process of the sending out of results. Please read carefully the information sent with transcripts. Should you be unfortunate enough not to be eligible to proceed you should ensure that you understand the options open to you and the deadline dates you need to meet.

Other Information

Fuller information on results and details of presentation ceremonies will be available in the Examinations Booklet available on the web and from Departments at the beginning of the summer term. All students must read this information very carefully.

Assessment Confirmation Forms

During the course of the year continuing students will select their choice of options for the following session. New students will discuss their choices when they arrive. All this information will be input onto the College Record System. You will be sent, via your Department, an Assessment Confirmation Form which you will need to check carefully, sign and get signed by your Department. There will be a deadline for return of these forms and if you fail to meet it you are liable for a late fee charge of **£15**. Please note that included on this form will be any resits that the Examiners have required you to take.

Notes for Guidance 2006/2007

**Special Examination Arrangements / Dyslexia
Stickers**

Students with Disabilities/Specific Learning Difficulties

The College has the provision to grant Special Examination Arrangements for students who have a Disability/ Specific Learning Difficulty (e.g. Dyslexia). The aim of such arrangements is to ensure that students with a disability are given fair access to the examination process without being given an unfair advantage over other students.

These Notes for Guidance explain the application procedure.

ELIGIBILITY - To be considered for assistance you must:

1. be fully enrolled
2. provide the supporting evidence as specified below
3. have completed the application form in conjunction with the Disability Coordinator by the published deadline, 16 March 2007
4. have the Departmental Senior Tutor's signature on the application form, however, where students wish to keep their disability confidential to their department of study, the Disability Officer can endorse the application form.

For all students the normal mode of study will also be a determining factor.

PROCEDURE

1. All students with a Disability/Specific Learning Difficulty (e.g. dyslexia) who wish to have special examination arrangements, including Dyslexia Alert Stickers are required to make an appointment with the Disability Coordinator in order to complete form SEA (appointments can be booked through the Student Funding and Information Office 020 7919 7757). However application forms and guidance notes are available on the web at www.goldsmiths.ac.uk/registry/exams.php
2. You will be given these notes for guidance, which you are obliged to read in full before making an application.
3. Before additional arrangements are recommended you must supply the Disability Coordinator with supporting evidence of your Disability/Specific Learning Difficulty. This should be either:
 - a. A recent evidence from a medical practitioner or other suitably qualified professional such as a psychiatrist, that indicates the nature of the disability/difficulty and outlines the effects of the disability in relation to your studies and if possible any support recommendations as to support needed
 - b. Medical evidence of disability together with an up to date Needs Assessment completed by an accredited Access Centre which makes recommendations as to the support needed

- c. A full Educational Psychologist's Report undertaken post-16
 - i. Students who are applying for Special Examination Arrangements as a result of Specific Learning Difficulties (dyslexia, dyspraxia, AD[H]D etc) are required to submit an Educational Psychologist's Report. If you do not have a full report, or it was undertaken before you were sixteen, you should contact the Disability Office as soon as possible to organise an up-to-date report.
4. The Disability Coordinator will discuss in confidence the student's support needs with them and fill out section B of the SEA form referring to the recommendation made in the student's supporting evidence.
5. The Disability Coordinator will forward her recommendation to the Department Senior Tutor for agreement, who may, subject to the student's express permission, consult with those who ordinarily teach him/her in order that they are fully aware of the support s/he may need.
6. Once your Senior Tutor is satisfied that your request falls within agreed norms they will sign the form and send on your behalf to the Examinations Office.
7. Where the request falls outside agreed norms, the Senior Tutor will then present the student's needs to the Chair of the Departmental Sub-Board, who, once satisfied that the request is reasonable, will sign the form and send it to the Examinations Office.
8. The Examinations Office will write to the student no less than 4 weeks before the beginning of the Examinations period to confirm what support the student will receive.
9. The Examinations Office in conjunction with the Disabilities Co-ordinator will make arrangements to ensure that all agreed arrangements, such as word processors, assistive technology, amanuensis, spell checkers, specialist seating, enlarged papers, non-reflective examination papers, appropriate venues, detailed registers are in place on the day of the students' examination.
10. The Examinations Office will send individual timetables to students sitting separately by the start of the Summer Term.
11. Dyslexia alert stickers will be available from the Examinations Office as soon as a dyslexic student receives written confirmation that special exam arrangements have been agreed. These can be picked up as each submission is due and students must produce their ID card to collect them.
12. If the Senior Tutor and Chair of Departmental Sub-Board cannot satisfy themselves that the request is reasonable, they will return the form to the Examinations Officer, who must then convene a Special Assessments Adjudication Panel to decide on whether to uphold the Disability Coordinator's recommendation. Due to confidentiality issues, the Panel will be presented by an anonymised report by the Disability Officer. The decision of the SAAP will be final.

Students who have been granted special arrangements at Goldsmiths in the past will automatically get the same concessions UNLESS you wish to apply for different concessions. If this is the case then you will have to make a new application.

APPEALS

If you are not satisfied with the support you have been granted or think that your application has been handled outside of the guidelines issued, you can appeal. First, raise the issue either informally with either the Examinations Office or the Disability Coordinator. If you still do not agree with the outcome you can put your appeal in writing to the Academic Registrar. He/she will investigate your appeal and write to you within 2 weeks of receiving your letter. Your Department Senior Tutor must support your appeal.

Reason for Special arrangement

You are required to let us know the reason for requesting special examination arrangements by informing us of your disability. You will have the opportunity to discuss your requests with the Disability Coordinator.

Declaration

There are a range of special arrangements which can be applied for but must also be recommended by the Disability Co-ordinator with reference to your supporting evidence.

- Additional time –
 - Normally up to 25% of your full examination time depending on the recommendations in your supporting evidence. It could be MORE or indeed LESS.
- Use of a spell checker –
 - Usually for dyslexic students.
- Use of a Word Processor –
 - Usually if a candidate's written speed is very slow, illegible, the candidate is not able to write or normally depends on a Word Processor. Word Processors will be supplied and checked by the College.
- Rest breaks –
 - Will only be awarded in rare medical cases and will not normally be awarded along with additional time. During rest breaks students must turn over their papers and not take part in the exam. Students will only be allowed to leave the exam room if accompanied.
- Reader –
 - Normally for students how are unable to access text.
- Amanuensis –
 - In rare cases students are allowed to dictate their answers. Please ask for separate notes for guidance if you want to apply for this support.
- Assistive technology –
 - For students who ordinarily use software such as voice activated or screen reading programmes. However, this must be your normal mode of study. Exams using Assistive Technology will be held in the Assistive Technology Centre.
- Other –
 - If you have other needs not outlined, consideration can be given to these.
- Dyslexia 'Alert Stickers' –
 - Dyslexic students can apply for a sticker that they can choose to put on their script which will indicate to the marker that they are dyslexic and to therefore take this into account when marking. These stickers can be awarded for exams and/or coursework

The Disability Office will keep a photocopy of your application but it is suggested that you do also retain a photocopy as proof of application.

Your Department Senior Tutor will send the completed application to the Exams Office who will write to you detailing the outcome and appropriate arrangements.

Examination Office Room MB 140 tel: 020 7717 2254 fax: 020 7919 7063
Disability Officer Room MB 124 tel: 020 7717 2292 fax;020 7919 7241

Applications must be received by 16 March 2007 and unfortunately if you miss the deadline, it is not normally possible to put arrangements in place for Summer examinations. If the Disability Co-ordinator thinks it appropriate the Examiners will be informed of your disability when assessing your examinations.

Should you be unfortunate enough to have to defer or have to re-sit your examinations, it may be possible to consider your application.

Consideration could also be given in the event of the above in cases of late diagnosis or accidental injury. It is the student's responsibility, in these cases to contact the Examinations Officer.

APPEALS AGAINST ASSESSMENTS AWARDED

The College's Regulation on Appeals is set out below. Both this document and an application form are on the Registry website and are available from the Academic Caseworker in the Students' Union. They can also be provided in alternative formats on request.

Introduction

These regulations apply to all students except those enrolled on research programmes. Appeals from candidates for the research degrees of MPhil and PhD are considered by the Senate of the University of London in accordance with their procedures. For further information please contact the Academic Registrar's Office at Senate House, University of London, Malet Street, London, WC1E 7HU.

Grounds for appeal

Students have the right to appeal on the following grounds:

1. that examiners were not aware of circumstances affecting the student's performance,
2. that there was some form of administrative error or procedural irregularity in the way in which an examination or assessment was conducted,
3. that there is evidence of prejudice or of bias on the part of one or more of the examiners such that the validity of the result of the examination is called into question.

Subject of an appeal

An appeal may be lodged against: an individual assessment result; the classification of award; the requirement to repeat elements prior to progression; failure of the programme; or the decision that a student be required to withdraw from the University because s/he has failed to satisfy the requirements for academic progress.

Where an appeal will not be considered

Appeals may not be based on ignorance of assessment requirements or submission deadlines. There is no right of appeal against the academic or professional judgement of the examiners. The only circumstance in which approved assessments may be reviewed is following a successful appeal on the grounds set out above.

How to avoid the need to appeal

Candidates should make sure that, whenever possible, any evidence of medical or other problems which might affect an assessment is notified to the Examinations Officer in advance of the meeting of the Sub-board of Examiners at which his/her results are considered.

How to appeal

If a student wishes to appeal, s/he must submit a request on the appropriate form to the Academic Registrar within 21 days of the publication of the results against which the appeal is being made. Appeals received outside this time limit may be accepted at the discretion of the Academic Registrar. The form is obtainable from the Academic Registrar or from the Students' Union. Students considering making an appeal are strongly encouraged – but not required – to seek informal advice from the Students' Union or from their Departmental Senior Tutor.

Process for consideration of an appeal

The completed request will be referred to the Chair of the Sub-board for comment. Following that stage the Academic Registrar will consider whether there is a *prima facie* case and either refer the case to the Chair of the College Board of Examiners or dismiss the appeal. If appropriate, supplementary information may be sought, for example from the Head of Department.

Students should expect to receive an initial response within four weeks of submitting the pro-forma, though the process may take somewhat longer for appeals received out of term. Where the process is likely to take longer than four weeks, students will be notified of that.

In all cases, students will be informed of the stages of consideration to which an appeal has been subject and of the basis upon which the appeal has been granted or denied and of any remedial action.

Successful appeals

The remedy will vary according to the case and at the discretion of the Chair of the College Board of Examiners. It is not required to specify the remedy sought through the appeal.

Unsuccessful appeals

If a student has appealed unsuccessfully and is dissatisfied with the outcome, he or she may appeal to the College's Visitor/Office of the Independent Adjudicator (OIA). The Visitor/OIA will only consider a petition once the College's own internal procedures have been exhausted.

Regulations Governing Misconduct in Assessments

Introduction

This section of the regulations outlines the College's definition of misconduct in assessment. It also outlines procedures to determine whether misconduct has occurred and what sanctions may be imposed where misconduct has been established. These regulations seek to protect the academic standing and integrity of the awards of Goldsmiths College.

Academic integrity and responsibilities

Core values of academic integrity (honesty and trust) lie at the heart of our academic enterprise, and they underpin all activities within Goldsmiths College. The College values a culture of honesty and mutual trust, and expects all members of the College (staff and students) to respect and uphold these core values at all times.

One of the most frequent forms of misconduct in assessment is the act of plagiarism. For the purposes of these Regulations, **Plagiarism** is defined as the representation of another person's work, without acknowledgement of the source, as the student's own for the purposes of satisfying formal assessment requirements. Some students who plagiarise do so deliberately, with intent to deceive. This conscious, pre-meditated form of cheating is regarded as a particularly serious breach of the core values of academic integrity and one of the worst forms of cheating. Other students may plagiarise inadvertently as they do not fully understand the conventions of academic referencing and citation.

However, ignorance of proper procedures or good practice in academic writing is no excuse, particularly if a student has previously been accused of plagiarism, advised to seek study skills help, and fails to learn the lessons.

It is essential therefore that all students:

- familiarise themselves with these regulations;
- familiarise themselves with the academic conventions and practices applicable to the programme on which they are enrolled.

Plagiarism is literary theft as well as breach of copyright. It yields a false grade to the students who plagiarise and prevents them from knowing how well they have performed. It also effectively penalises and can demoralise those students who do not plagiarise.

Any student in doubt about what might constitute plagiarism or any form of academic misconduct MUST seek clarification from an academic member of staff, the College Examinations Officer, or should seek specialist study skills assistance through the College Language Studies Centre.

Definitions of Academic Misconduct

Academic misconduct is defined by Goldsmiths as any attempt by a student to gain an unfair advantage in any assessment. The term academic misconduct includes all forms of cheating, plagiarism, and collusion.

The following is an indicative list of forms of misconduct but should not be considered exhaustive:

- **Aiding and abetting** a student in any form of dishonest practice.
- **Bribery** is paying or offering inducements to another person to obtain an advance copy of an unseen examination or test paper or to obtain a copy of a coursework assignment in advance of its distribution to the students concerned.
- **Collusion** is where two or more students collaborate to produce a piece of work which is then submitted as though it was an individual student's own work. Where students in a class are instructed or encouraged to work together in the pursuit of an assignment, such a group activity is regarded as approved collaboration. Where there is a requirement for the submitted work to be solely that of the individual, collaboration is not permitted. Students who improperly work collectively in these circumstances will be regarded as being guilty of collusion.
- **Commissioning** another person or persons to complete an assignment, which is then submitted as your own work. This includes the use of the services of 'ghost-writing' agencies (for example in the preparation of essays or reports). Professional word processing services, which offer 'correction/improvement of English' should not be used.
- **Computer fraud** is the use of the material of another person located on the internet or stored on a hard or floppy disk as if it were your own (also see **plagiarism**).
- **Duplication** is the inclusion of coursework of any material, which is identical or similar to material, which has already been submitted for any other assessment within the University or elsewhere e.g. submitting the same piece of coursework for two different modules.
- **False declarations** in order to receive special consideration by Examination Boards.
- **Falsification of data** is the presentation of data in projects, laboratory reports etc. based on work purported to have been carried out by the students which have been invented by the student or altered or copied or obtained by other unfair means.

- **Misconduct in examinations or tests such as:**

- taking crib notes or other unauthorised material concealed in any manner into an examination or test;
 - taking into an examination or test an unauthorised computer disk containing pre-coded data;
 - the use of an unauthorised dictionary;
 - the use of unauthorised material stored in the memory of a pre-programmable calculator, watch, organiser, mobile telephone or pager;
 - obtaining or attempting to obtain an advance copy of an 'unseen' written examination or test paper;
 - attempting to persuade another member of the University (staff, student or invigilator) to participate in any way in actions that would breach the College assessment regulations;
 - communicating or trying to communicate in any way with another student during an examination or test
 - copying or attempting to copy from another student sitting the same examination or test
 - being party to impersonation where another person sits an examination or test in the place of the actual student or a student is knowingly impersonated by another
 - leaving the examination or test venue to refer to concealed notes
 - taking rough notes, stationery, scripts or examination or test papers which indicate that they are not to be removed from the examination or test venue
 - failure to follow instructions of the Invigilators or other designated College officers.
- **Plagiarism** is an attempt (deliberate or inadvertent) to gain advantage by the representation of another person's work, without acknowledgement of the source, as the student's own for the purposes of satisfying formal assessment requirements.

Recognised forms of plagiarism include:

- the use in a student's own work of more than a single phrase from another person's work without the use of quotation marks and acknowledgement of the source;

- the summarising of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement;
- the use of ideas or intellectual data of another person without acknowledgement of the source, or the submission or presentation of work as if it were the student's own, which are substantially the ideas or intellectual data of another person;
- copying the work of another person;
- the submission of work, as if it were the student's own, which has been obtained from the internet or any other form of information technology;
- the submission of coursework making significant use of unattributed digital images such as graphs, tables, photographs, etc. taken from books/articles, the internet or from the work of another person;
- the submission of a piece of work which has previously been assessed for a different award or module or at a different institution as if it were new work;
- a student who allows or is involved in allowing, either knowingly or unknowingly, another student to copy another's work including physical or digital images would be deemed to be guilty of plagiarism.

If plagiarism is suspected students will be required to supply an electronic copy of the work in question so that it may be subjected to electronic plagiarism detection testing. Therefore students are required to keep work electronically until after they receive their results as electronic detection may be part of the investigative process.

Detailed procedures for the identification of incidences of academic misconduct and associated penalties.

Introduction

The remainder of these regulations set out how the College undertakes an investigation of an alleged case of academic misconduct.

These regulations apply to candidates registered for undergraduate and taught postgraduate degrees and for diplomas and certificates at Goldsmiths College.

Candidates taking any examination, or subject to any academic assessment conducted by the College or the University of London, are required to abide by the relevant general and specific regulations issued from time to time by the Academic Registrar and to observe all instructions given to them by the Examiners, Invigilators or Officers of the College responsible for the conduct of examinations or academic assessments.

Any failure to observe any of the regulations or instructions mentioned in the above paragraph, shall constitute misconduct in assessment and shall be dealt with in accordance with these regulations, as will any case of alleged cheating, plagiarism or other similar examination or assessment irregularity, including conduct affecting the security of an examination.

In the interpretation of these regulations, unless the context otherwise requires, words and phrases which appear in the Statutes shall have the meaning assigned to them in the Statutes. Any dispute as to the interpretation of these regulations shall be referred to the Warden of the College, whose decision in the matter shall be final.

In these regulations, reference to the Chair of the Sub-Board may be taken to refer to the Deputy Chair of the Sub-Board where the Chair is the Examiner who suspects a candidate of an assessment misconduct, or where the Chair is indisposed or otherwise unable to act.

All communications from the College to the person accused of an examination offence shall be sent by first class mail and recorded delivery to his or her last known term time and/or home address as notified by the student to the Registry.

Should a student against whom an allegation of assessment misconduct is lodged fail to respond, within a period of 14 days following notification of the allegation, the proceedings under these regulations shall continue and shall not be invalidated thereby.

Heads of Department shall be kept informed, in respect of students in their Department, at all stages of procedures under these regulations.

Presumption of Innocence

In any proceedings under these regulations the person against whom allegations have been made shall be presumed to be innocent until the contrary is established beyond all reasonable doubt.

In the event that an allegation of assessment misconduct by a student is under consideration and has not been resolved when a Sub-Board or the College Board of Examiners meets to consider the result(s) of that student, the Board, or Sub-Board, shall not consider that student's results until the allegation has been upheld or dismissed. When the allegation has been investigated in accordance with these regulations, the Chair of the College Board, or Sub-Board of Examiners, in consultation with the appropriate Visiting Examiners(s), will determine how to proceed.

Where misconduct is suspected – See Appendix I – Flow Chart

If a member of staff suspects that assessment misconduct has been committed, s/he shall immediately inform the Chair of the relevant Sub-Board of Examiners. The member of staff is required to submit a written report of the incident to the Chair of the Sub-Board. The Chair of the Sub-Board shall arrange for the

allegation to be investigated as soon as possible. The Chair of the Sub-Board, as part of the investigation, shall provide the candidate with a written statement of the allegation making it clear what type of misconduct is alleged and shall give the candidate an opportunity to make a response to it. The candidate will be given 14 days to respond. If the candidate fails to respond, the Chair of the Sub-Board proceeds with the investigation. Where as a result of this investigation, the Chair of the Sub-Board concludes that there is no case to answer, s/he shall notify the candidate in writing that the matter is closed and shall send a copy of that letter to the Academic Registrar.

Where the investigation reveals prima facie evidence of an offence of a minor or technical nature that would not, in the opinion of the Chair of the Sub-Board, warrant any of the penalties set out in (6) below, the Chair of the Sub-Board, after consultation with the Academic Registrar, may decide that no further action shall be taken. Such a decision shall be reported in writing to the Chair of the College Board of Examiners. The candidate shall be notified in writing by the Chair of the Sub-Board that no further action is to be taken with regard to this specific case. The Chair of the Sub-Board shall, however, send a record of the facts of the investigation to the Academic Registrar who shall place the record on the candidate's Registry file and who shall notify the candidate that it could be taken into consideration in the event of a future offence. If the candidate wishes to contest the evidence he or she may supply a written statement to the Academic Registrar and provide evidence to refute the allegation, which shall be kept together with the Chair of the Sub-Board's report of the matter. The candidate shall be supplied with a copy of the relevant record.

- 1 Where the investigation reveals prima facie evidence of an assessment misconduct, that would, in the opinion of the Chair of the Sub-Board, warrant any of the penalties set out in regulation (6) below, the Chair of the Sub-Board shall proceed to deal with the matter and inform the Academic Registrar.
- 2 The Chair of the Sub-Board shall give the candidate a written statement of the allegation and an opportunity to respond to the allegation and to present any mitigating evidence at a Hearing.
- 3 If a candidate fails to attend a Hearing other than for a reason acceptable to the Chair of the Sub-Board, notified in advance, its proceedings shall not be invalidated thereby. A candidate unable to attend a Hearing for good reason may seek a postponement of that Hearing.
- 4 The candidate may be accompanied by a member of staff or a student of the College; a candidate who is so accompanied must submit to the Chair of the Sub-Board, not less than two days before the date appointed for the Hearing, the name, address and description of the person concerned.
- 5 A senior member of the academic staff of the relevant Department shall attend at the Hearing and the member of staff who has reported the alleged offence shall also be present.

- 6 If the candidate admits the offence or if the Chair of the Sub-Board is satisfied from the evidence that an assessment misconduct has been committed, s/he may impose any of the following penalties s/he feels to be appropriate. THE CHAIR OF THE SUB BOARD WILL BE MINDFUL THAT A MORE SEVERE PENALTY SHOULD BE APPLIED TO STUDENTS IN THEIR FINAL YEAR AND/OR WHERE THE STUDENT HAS BEEN FOUND GUILTY OF A PREVIOUS INSTANCE OF MISCONDUCT.
- a formal reprimand, a copy of which shall be placed on the student's Registry file, and copied to the relevant Head of Department(s), or
 - a requirement that the candidate re-submit the relevant piece(s) of work by a specific deadline (if the work is not submitted by the deadline set, the matter may be referred to the Chair of the College Board of Examiners), or
 - the minimum pass mark for the relevant piece(s) of work may be assigned, or
 - a mark of '0' for the relevant piece(s) of work may be assigned, or
 - a mark of '0' for all coursework components of the relevant course may be assigned.
 - dismissal from College
- 7 A written note of the penalty shall be sent to the candidate by the Chair of the Sub-Board with a copy to the Academic Registrar. The note shall include a statement that the candidate may appeal against the decision of the Chair of the Sub-Board of Examiners within fourteen days of notification of that decision.

Appeals against a penalty imposed by the Chair of a Sub-Board of Examiners

- 1 A candidate shall have the right of appeal against a penalty imposed by the Chair of a Sub-Board of Examiners following a Hearing on one or more of the following grounds:
- that the proceedings of the Hearing conducted by the Chair of the Sub-Board were not carried out in accordance with the regulations;
 - that fresh evidence can be presented which was not, or could not reasonably have been, made available to the Hearing conducted by the Chair of the Sub-Board;
 - that the outcome of the Hearing was against the weight of the evidence.
- 2 Any such appeal shall be made in writing to the Academic Registrar within fourteen days of notification of the decision of the Chair of the Sub-Board

- and shall set out the grounds for appeal and be accompanied by copies of any documentary evidence in support of the appeal.
- 3 Where the appeal is based on the presentation of fresh evidence, the student shall normally forward the evidence in question, or a summary of it, to the Academic Registrar with the appeal.
 - 4 The Chair of the College Board of Examiners shall hear the appeal together with up to two members of the academic staff who have not previously been involved with the case and who are not from the same Department as the appellant (the Appeals Committee).
 - 5 The College Examinations Officer (deputising for the Academic Registrar) shall be responsible for providing the Chair of the College Board of Examiners with a factual statement of the case together with relevant documentation, as appropriate.
 - 6 The Academic Registrar or his/her nominee, shall act as secretary for the Appeals Committee.
 - 7 The Hearing shall be conducted on the basis of a procedure which will be sent to the student in advance.
 - 8 The student who has submitted the appeal shall be given at least ten days' notice of the date of the Hearing.
 - 9 The student may be accompanied at any such Hearing by a member of staff or a student of the College. The name, address and description of this person shall be submitted in writing to the Academic Registrar not less than two days before the date appointed for the Hearing.
 - 10 The Academic Registrar shall provide the appellant, at least five days before the date of the Hearing, with a copy of the statement referred to in 5 above.
 - 11 The student may make an oral statement in support of his/her appeal at the Hearing.
 - 12 The student may, at the discretion of the Chair of the College Board, call witnesses to attend the Hearing if this is necessary to support the contention that fresh evidence exists which was not available to the Chair of the Sub-Board of Examiners.
 - 13 The Chair of the College Board shall normally request a written statement from the Chair of the Sub-Board whose decision is the subject of the appeal, and the Chair of the relevant Sub-Board shall normally be given an opportunity to appear at the Hearing.
 - 14 The Appeals Committee shall decide whether or not the appeal is to be upheld, and if upheld, the action to be taken. If the appeal is not upheld

the Appeals Committee shall confirm the penalty imposed by the Chair of the Sub-Board and if in the opinion of the Committee, the appeal was without merit, shall have power to order any additional penalty it considers appropriate, including the imposition of a financial penalty not exceeding £200.

- 15 The decision of the Appeals Committee shall be the final decision of the College.

Reports

- 16 The Academic Registrar shall report to the Academic Board on all cases considered under these Regulations.