

SUSPECTED EXAM CHEATING

Suspected Exam Cheating.

Examination cheating means seeking to obtain an unfair advantage in an examination. This could be through the use of “cheat notes” or by having information to assist you in your examination that you are not allowed to have.

A range of penalties may be imposed, including:

- A reprimand (letter) on your student file
- Disallowance of the exam question(s) or exam
- Failure of the unit
- A fine
- Suspension from the University for a specific period
- Exclusion

If you are found in possession of unauthorized material during an exam, including your mobile phone, you will be reported to the Examinations Manager who will interview you at the exam venue. A Student Rights Officer should be contacted before the interview begins. If the Examinations Manager believes that an offense has been committed, the case will be reported to the Faculty Disciplinary Committee who can impose various penalties, from a warning to exclusion from the University.

What is unauthorized material?

An examination is classified as either a closed or open-book examination. Each examination clearly states the authorised materials for that exam such as a script book, the question paper and other materials such as calculator or notes for an open book exam. When you attend an examination you should not have any unauthorized material on your desk, in your hands or concealed in your clothing.

Anything that is not authorized material is technically unauthorized, for example a newspaper would be unauthorized, even though it would not assist you answering any of the examination questions. Unauthorized material that does not help you answer questions can still be a breach of examination procedures and may be reported as a general discipline to the Faculty.

The Investigation Process (Interview)

You can be questioned for various reasons including:

- Having unauthorized materials found in your possession during the exam
- Possibly having concealed materials
- Actions that may be considered suspicious such as body movements
- Speaking to other students
- Breaching any other examination conditions

Your Rights

Be aware of your rights throughout this process. You are presumed innocent until proven guilty by a Faculty Discipline Committee.

You have the right to:

- Finish the examination before being accused of cheating
- Not comment when asked about your conduct
- Be informed about MONSU Student Rights and Support whose staff members can act as an advocate/observer during the interview and help you at a Faculty Discipline Committee
- NOT to be searched YOU DO NOT HAVE to show parts of your body or empty your pockets
- Be informed of the reason for being interviewed
- Access to independent legal counsel if desired.

During the interview you will be questioned about your actions. If you are asked to give an explanation about your actions you can choose whether or not to explain. It is recommended that you try to explain, but it is also understood that students can find being interviewed distressing. You can choose to explain your actions at a later time, that is, at a Faculty Discipline Committee, but it is helpful to explain your situation at the time of the interview because it may clarify your innocence immediately and prevent further action.

After the interview (Faculty Discipline Hearing)

This is your chance to explain your actions and any other circumstances that may have led to a misunderstanding of your behaviour. You will not hear from the Faculty until all examinations have finished, and a hearing date has been arranged. It could be a month after your examination before the hearing is scheduled.

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