

Suspected Exam Cheating

What should I do if I am suspected
of cheating in an exam?

*Make an appointment with us
as soon as possible to ensure
you are aware of your rights and
responsibilities.*



STUDENT
RIGHTS+
SUPPORT

Authorised Material

You may be allowed to bring specific items to your exam, which will be listed on your exam script book. These usually include: your student ID, authorised items or personal items in a closed bag that can be placed under your desk.

Unauthorised Material

Supervisors will regard any material or item on your desk, chair or person to be in your possession. Possession of unauthorised material in an exam is a discipline offence. Unauthorised materials are items that you are not allowed to use, such as: mobile phone, smart watch, notes, etc...

Suspected Exam Cheating

Exam cheating means seeking to obtain an unfair advantage in an exam and is referred to as academic misconduct. You can be suspected of exam cheating if you are found in possession of unauthorised material. Anyone suspected of cheating will be interviewed at the exam venue after the exam.

During the interview you may have a support person such as a Student Rights + Support who can explain the process to you before the interview begins. After the interview the exam manager will send a report to your faculty. Your faculty will most likely schedule a hearing to investigate and decide if, and what penalty will be applied.

If you are asked to attend a hearing, you may be facing the following penalties:

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

The Investigation Process - Interview

You can be questioned for various reasons including:

- Having unauthorised materials in your possession during the exam
- Possibly having concealed materials
- Actions that may be considered suspicious such as body movement
- Speaking to other students
- Breaching any other exam rules

Your Rights

Be aware of your rights throughout this process. You should be treated as innocent until a Faculty Discipline Committee makes a decision that you are guilty of misconduct. You have the right to:

- Complete the exam before being interviewed
- Be accompanied by a support

person, this could be a Student Rights + Support or family member. Note: that this person can not speak on your behalf

- Be informed of the reason for being interviewed
- Not comment when asked about your conduct
- NOT to be searched. YOU DO NOT HAVE to show parts of your body or empty your pockets.

We Recommend

We encourage all students to be honest when answering questions. This can prevent further action and/or minimise the penalties that are applied.

For Further Questions And Advice:

MONSU Caulfield Student Rights + Support

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