



Misconduct and Malpractices in Examination by Candidates

In the Examination Hall the candidate shall be under the disciplinary control of the Junior supervisor and he/ she shall obey the instructions of Junior supervisor. No candidate shall use unfair- means or indulge in disorderly conduct or malpractice during, or in connection with the examinations.

Misconduct:

A candidate indulging in any of the following acts in the examination hall will be considered as Misconduct in the examination and booked for the same.

1. Candidate blatantly disobeying the instructions of the Chief Superintendent (CS)/ Junior supervisor/Senior supervisor or any other university appointed officials on examination duty.
2. Candidate exhibiting insolent/ violent behavior with the Junior supervisor or other examination staff or other examinees. Unruly behavior in or near the examination hall.
3. Acts of threats, violence, creating disturbance inside/ outside the examination hall, preventing other candidates from entering the hall, misbehavior with the supervising staff etc.
4. Bringing dangerous weapons/ articles into the examination centre/ hall on any pretext.
5. Any acts by candidates that hinder the discharge of duty by staff on examination duty or the smooth conduct of the examination.
6. Tearing off or mutilating an answer booklet or any part thereof.



7. Talking with neighbors, showing signs or signals to others in the hall/ verandah.
8. Writing the examination even after the final bell despite several calls to stop writing
9. Causing damage to the belongings of Examiners, as an act of vengeance.
10. Arranging outside persons to terrorize the examination staff.
11. Causing damage to examination material/ records
12. Assaulting physically or attempting to attack any examination staff while being caught/ booked for any malpractice.
13. Writing filthy/ indecent/ vulgar words or sketching obscene figures etc in the answer-booklet or black board or walls or furniture at the examination centre.
14. Tampering with the particulars, including register number, written on another candidate's answer-book and/ or writing wrong particulars, including register number on one's own answer-booklet.
15. Refusing to be searched by the junior supervisor or any other member of the Supervisory Staff, or obstructing or hindering such search in the Examination Hall, Verandah, etc.



Malpractices:

A candidate indulging in any of the following acts in the examination hall will be considered as committing malpractice(s) in the examination and booked for the same:

1. Possession of printed/ photocopy / manuscripts pertaining/ not pertaining to the day's examination, or in the form of book, pages of a book or loose sheets, or any other matter not permissible to be brought into the Examination hall.
2. Possession of Tables, Hand books, Code books etc. which are not permitted for the day's examination.
3. Possession of Programmable Calculators, Mobile Phones, Smart watches/ Bluetooth or Wi-Fi enabled devices, Pagers, Organizers, Digital memory pad etc. with/ without matters related to the day's examination stored in them.
4. Possessing any other prohibited material that may be of help in writing answers or facilitate copying in the examination hall.
5. Writing any matter, formula, definitions, sketches in any part of the candidate's body, dress, handkerchief, instrument box, calculator cover, wall, table, drawing board, Question paper, hall ticket etc. which may have relevance to the syllabus of the examination-paper concerned.
6. Exchanging of hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, and hints related to the day's examination written on them with neighboring candidates.





7. Showing the answer-booklet/ question paper to the neighbors or allowing them to copy.
8. Giving/ Receiving the main answer-booklet or other information carrying material to/ from neighbor for copying.
9. Copying from any printed or hand-written material or answer-booklet of another candidate.
10. Writing any appeal to the Examiner offering money or any irrelevant matters in the answer script, insertion of currency notes in answer script and giving contact address, telephone numbers etc.
11. Communicating or attempting to communicate, directly or through another person with an examiner or with an official of the University with the object of influencing him in the award of marks or making any approach or manipulation for that purpose.
12. Communicating or attempting to communicate with the staff of the University or any person connected with the conduct of examination or with any paper- setter, with the object of finding out the name and address of the paper setter or finding out the questions.
13. Making any request or representation or offers any threat or inducement to Supervisor/Room Superintendent or/ and any other official or officer of the University/College in the Examination Hall or to the Examiner in the answer script.
14. Approaching directly or indirectly the teachers, Officers or Examiners or brings about undue pressure or undue influence upon them for favour in the examination or valuation.





15. Writing the register number anywhere in the answer-booklet other than in the fly slip of the Front Page
16. Revealing identity in any form in the answer written or in any other part of the answer-booklet by the examinee at the University examination
17. Writing the examination without valid hall ticket or obtaining admission to the examination on a false representation.
18. Striking off all the pages including the correct answers written by him/ her in the answer-booklet, when being caught for any act of malpractice.
19. Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer-booklet.
20. Smuggling-in blank or written answer-booklet and forging signature of the Supervisor thereon
21. Replacing the answer-booklet supplied in the hall by pre-prepared answer-booklet brought by the candidate himself/ herself or got from external sources.
22. Presenting to the examiner a practical or class-work-notebook which does not belong to him/ her.
23. Forging the signature of the teacher anywhere in the Practical Record book.
24. Altering the marks awarded for any exercises in the Practical Record book or boosting the total and average marks obtained in the Record book of Laboratory work.
25. Helping another candidate in answering any question orally or by transmission of material or information.





26. Giving or receiving assistance in answering the question papers to or from any other candidate/ person in the examination hall or outside during the examination hours.
27. Unauthorized communications in any form with other examinees or anyone else inside or outside the examination hall.
28. Mutual/ Mass copying by candidates in the examination hall.
29. Impersonation - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.
30. Taking away with him/her the Answer script, without handing over the same to the Hall Superintendent or trying to take away or damage another candidate's answer-booklet/ script.
31. Refusing to give written statement, refusing to receive show cause notice, absenting from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing/ swallowing/ erasing/ throwing away the bits, materials etc.
32. Destroying or attempting to destroy a note or paper or any other material, or causing disappearance or destruction of any such material either by himself or with the assistance of any other person etc. during the examination hours.
33. Interfering with or counterfeiting of University/ Institution seal, or answer-booklets or office stationery used in the examinations.
34. Making a false representation pertaining to the eligibility of the candidate to appear in the examination committing any act(s) intending to gain an advantage or favour in the examination by misleading, deceiving or



inducing the examiner or officers or authorities of the University.

35. Any other similar act(s) of commission and/ or omission(s) which may be considered as Malpractice by the competent authority.

Handling and Reporting Misconduct, Malpractice at Examinations

The following shall be the procedure for dealing with the cases of candidates found using or suspected of using unfair-means or involved in malpractice or misconduct in connection with the examinations:

Where a candidate is suspected of using unfair means as defined above, the junior supervisor or the centre superintendent or any other member of the supervisory staff or observer shall search the candidate and/ or his belongings. Where any written or printed material is found in his possession as a consequence of the search, the matter is taken to the notice of the Chief Superintendent of Examination centre. The candidate's answer booklet shall be confiscated along with the material recovered.

The Chief Superintendent shall hold a preliminary enquiry; record the report of the Junior supervisor, the statement of the candidate in the presence of a teacher other than the Junior supervisor concerned. On sufficient grounds, the Chief Superintendent shall forthwith suspend the candidate from writing the examination and withdraw the admission ticket.

The Chief Superintendent shall thereafter obtain a statement/ undertaking of the student. The junior supervisor shall provide his/ her report. CS shall countersign both the report and the statement. The candidate shall be made to affix his/ her signature on the incriminating materials used in the malpractice. Answer scripts



of all such cases are packed separately.

If the candidate refuses to give a statement, he/she should be asked to record in writing his/her refusal to give a statement. If he/she refuses to give a statement, the facts shall be noted duly witnessed by two members of the supervisory staff.

If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted duly witnessed by two members of the supervisory staff and the matter reported to the Chief Superintendent immediately.

In case of Misconduct/ insolent behavior (i.e. verbal or nonverbal e.g. gestures), the Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the Controller of Examinations.

The answer scripts, relevant question paper(s), statement of the errant-examinee and the incriminating materials confiscated shall be packed in a cover and labeled. This packet in turn shall be placed in an outer cover along with the junior supervisor Report(s) of all such cases along with the consolidated report of the CS on cases of malpractices for the session. It is reiterated that these Answer scripts should NOT be packed with the other Answer scripts. They should be placed in a separate packet and sealed. It is the responsibility of the Centre's Chief Superintendent to ensure that the malpractice related bundle is securely dispatched to the COE with appropriate labeling.

A record of such malpractice shall be maintained at the examination centre in order to prevent such candidates from appearing in subsequent examinations by pretending to have lost the Hall ticket.

The Office of the COE shall open only the outer cover containing the reports of





Junior supervisor/ CS and the inner cover/ packet containing the malpractice related answer scripts, statement of the errant-examinee and the incriminating materials confiscated shall not be opened. Based on the reports of junior supervisor/ CS, the COE shall place such cases before the Examination Malpractices Enquiry Committee (EMEC) along with all the materials and records received by him/ her.

Post-Examination, if the examiner at the time of assessment of answer-booklet(s) suspects that there is a *prime facie* evidence that the examinee(s) whose answer script(s) the examiner is assessing appears to have resorted to malpractice, he/ she shall forthwith stop further evaluation and return the answer script with a report prepared by him under his/ her name and signature to the Chairman of the Board in separate confidential sealed envelope marked as “Suspected Malpractice case”. The Chairman shall forward the same to the COE along with his/ her remarks and signature. If the suspicion arises or malpractice is suspected after script is already valued, marks shall not be entered in the OMR Sheet or marks list along with other students but enter them in a separate list and hand over to the custodian who in turn shall forward the same to the COE in a sealed cover.

Punishments for Malpractice

A candidate found guilty of Misconduct/ Malpractice at, or in connection with an examination shall be subjected to due enquiry by the Examinations Malpractices Enquiry Committee (EMEC) appointed for the purpose. If the candidate is found guilty, he/she may be awarded one or more punishment(s) and/or monetary penalty based on the norms of punishments



prescribed in this regulations and the Committee's assessment on the nature and severity of the malpractice. This may even be in addition to the punishment that may have been already awarded by the Chief Superintendent during the examination. The punishment(s) and/or monetary penalty shall be subject to review and/or moderation by Provost.

Examination Malpractices Enquiry Committee - Constitution, Powers and Functions

The EMEC constituted by the University shall be the competent authority to enquire the act of misconduct/malpractice and recommend appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing unfair means at the examination conducted by the University.

The Examination Malpractices Enquiry Committee (EMEC) shall be appointed by the Provost. It shall consist of not more than five members, one of whom shall be the Head of the Department of Study to which the candidate belongs. The Chairman, of the Committee shall be the Dean of the Faculty of the respective Department. There shall be one convener, who shall be an official of the University not below the rank of Deputy Controller of Examinations. The other two members (teaching faculty of the Vidhyadeep University) shall be nominated by the Provost.

The EMEC shall function as a recommendatory body and submit its recommendations in the form of a report to Provost through COE. The Competent Authority (Provost) may impose a fine and/or punishment on the student /person concerned declared guilty taking into account the



recommendation of the Examination Malpractices Enquiry Committee (EMEC).

The EMEC shall have all the powers to issue notice, summon the candidate and witness, record their statements and recommend appropriate punishment/penalty as per the norms provided in the regulations.

A *prime facie* case of Misconduct/Malpractice in examinations reported to the University by the Chief Superintendent/ or Examiners shall be enquired into by the EMEC.

The Dean of faculty/ Head of the Department shall be the competent authority to implement appropriate disciplinary action recommended against the candidate.

The Protocol and Procedure for Enquiry of Errant Examinee/ Candidate during Examinations:

The Controller of Examinations of the University/Dean/ Head of the Department, or the Officer authorized by them, as the case may be, shall inform the concerned examinee in writing of the act of malpractice alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge(s) leveled against him/her should not be held as proved and why the stipulated punishment should not be imposed.

The EMEC shall meet at the required place specified in the said notice for the purpose of holding the enquiry and the said candidate shall be allowed to be present, and heard in the same. The errant examinee may appear before the EMEC on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The examinee himself/herself only shall present his/ her case before the Committee and no other person shall be permitted to represent his case.



In no case the candidate shall be allowed to be represented by a lawyer or any other person. Also no adjournment of the hearing will be granted to the candidate unless deemed necessary by the committee.

After serving a show cause notice, if the implicated concerned examinee fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the concerned examinee may be given one more opportunity to appear before the Committee in his/her defense. If even after offering two chances, the concerned examinee fails to appear before the Committee, the Committee shall take decision in his/her case in his / her absentia, on the basis of the available evidence/documents, which shall be binding on the examinee concerned.

The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the concerned examinee should be shown to him/ her by the EMEC, if the concerned examinee presents himself/herself before the Committee.

The EMEC shall proceed to conduct a summary enquiry by providing a fair and reasonable opportunity to the student. On conclusion of the enquiry the committee shall record its findings about the commission of guilt by the student or otherwise prepare a report along with its recommendations.

The EMEC should follow the above procedure in the spirit of the principles of natural justice in dealing with the cases of malpractice.

The EMEC shall submit its report to the COE along with its recommendations regarding punishment and quantum of penalty if any to be imposed upon the errant examinee or otherwise. The Committee shall follow the norms for award





of punishment in Section 7 hereunder as far as possible.

Except the punishment and action taken by the Chief Superintendent/ Examiner on the examination day, no other penalty may be imposed on a candidate except after an enquiry held, as far as may be, in the manner hereinafter provided.

The Controller of Examinations in turn shall, place the report before the Provost/the Executive council which shall consider and impose the penalty as recommended by the Malpractices Enquiry Committee or moderate the punishment or exonerate the candidate, as the case may be.

Norms for award of Punishment in cases of Examination Malpractices and Misconduct

Clause	Nature of Misconduct / Malpractice	Quantum of Punishment and/or Penalty (subject to moderation)
1	Possession of incriminating material such as manuscript/ printed or typed matter/ books or notes/banned electronic gadgets/ written matter on body or clothes.	Cancellation of that specific Subject/ Paper only of the current examination of the candidate.
2	Makes false claim/representation or uses forged/fake document(s) pertaining to his/her eligibility to appear at the examination	Candidate shall be disqualified from appearing at any examination for a period of two to three years including the present examination depending on the severity of offence.
3	Possession of another examinee's answer-booklet	If the student whose answer-booklet is taken away by force and/ or without his/her consent, reports immediately to the Junior supervisor, who then debars the candidate caught with another's answer- booklet from the current examination in full.



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4	Possession of another candidate's answer-booklet	Debar BOTH the candidates from University examination for ONE academic year including the current examination if it was consensual.
5	Found giving or receiving assistance at the examination, passing on the question paper with any scribbling on it/answer booklet for purpose of copying	Cancellation of that specific Subject/Paper only of the current examination of the candidate.
6	Smuggling-out or smuggling-in of answer-booklet as copying material	Debar the candidate from current examination of the Candidate and an additional one academic year.
7	Counterfeiting of University/COE seal, or answer-booklets or office stationery used in the examination.	Debar the candidate from the current examination and additional TWO academic years.
8	Any insertion in answer-booklet including currency notes/bank cheques/other material in an attempt to bribe any of the person(s) connected with the conduct of examinations	Debar the candidate from the current examination and an additional period of one academic year.
9	Using obscene language/violence/threat at the Examination/Evaluation Centre by a candidate(s) before/during/after the University examination toward Junior supervisor/CS/Examiner/person(s) concerned with University Examinations	Debar the student from current examination and an additional period of one academic year.



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10	Impersonation at the University examination.	<p>Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Superintendent.</p> <p>If a candidate of this college is found to impersonate a 'bonafide candidate', the impersonating candidate is debarred from continuing his/her studies and writing the examinations permanently. He/She is not eligible for any further admission to any programme of the college.</p> <p>Debarring the 'bonafide candidate' for whom the impersonation was done from continuing his/her studies and writing the examinations permanently. He/She is not eligible for any further admission to any programme of the college</p>
11	Revealing identity in any form in the answer written or in any other part of the answer-booklet by the candidate at the University examination.	Cancellation of the current examination of the candidate in full along.
12	Tearing off the answer-booklet/page(s) of the Answer Book	Cancellation of the current examination of the candidate in full.
13	Student involved in malpractice at Practical examination/Dissertation/Thesis/Project Report at UG/PG level	Cancellation of that specific Subject/ Paper only of the current examination of the candidate.
14	Student involved in malpractice in Dissertation/ Thesis at M. Phil. or Ph. D.	The punishment shall be withdrawal of the Degree/and three years to permanent disqualification for re-registration based on the gravity of offence
15	All other malpractice(s)/ misconduct not covered in any of the above clauses.	Warning/Cancellation/Expulsion/or any other severe punishment and/or fine depending upon the gravity of the lapse.



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16	Malpractice/ Misconduct by the candidate who was caught in an earlier instance and warned or punished for the offence	Severe additional punishment can be imposed on such students. This punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination. In grave instances, the candidate may be expelled from the University permanently.
17	A candidate on permission to visit the toilet during the examination is found reading or possesses some incriminating material relevant to the syllabus of the paper in the Verandah/toilet, etc.	Cancellation of that particular paper of the Candidate's examination.
18	If a candidate carries into the examination hall/ centre any weapon and does not hand over the same to the HS or any other authorized member of the supervisory staff.	The Candidate shall be disqualified from appearing/ passing in any university examination for up to two years including the present one depending upon the nature and gravity of the offence.
19	If a candidate on being caught by an HS or any other authorized member of the supervisory staff, runs away from the examination hall along with the piece of paper/ material in his possession or destroys any piece of paper believed to be of doubtful nature either by swallowing/ throwing it away, or by any other means.	The Candidate shall be debarred from the programme and from appearing/ passing in any University examination for a period up to two academic years including the present.
20	If a candidate leaves the examination hall without handing over his answer-booklet to the HS concerned and takes it away with him, or tears it off, or otherwise disposes of his answer-book any part thereof inside or outside the examination hall.	The candidate shall be disqualified/ debarred from appearing or passing in any University examination for one to three academic years including the present year of examination, depending upon the nature and gravity of the offence. In addition a fine of 20 MPU may be imposed.



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21	If a candidate incites/ compels any other candidate to leave the examination hall, or attempts to disturb, the conduct of examination or indulges in any kind of activity in the campus of the Examination Centre.	The candidate shall be disqualified/ debarred from appearing or passing in any University examination for one to three academic years including the present year of examination, depending upon the nature and gravity of the offence. In addition a fine of 50 MPU may be imposed.
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Notes:

- Cancellation of a particular paper will mean award of zero mark in the paper and the cancellation of the entire examination will be treated as failure in the entire (all papers) examination.
- If a candidate appearing in failed subject(s)/ paper(s) of a lower examination along with the current examination is found guilty of use of unfair means in a subject/ paper of the lower or the current examination, either of the examinations or both the examinations (lower and current) may be cancelled.
- If any examiner reports any case of use of malpractice which he/ she detected during the course of evaluation of answer-booklet the same shall also be decided by the EMEC after getting the answer booklets checked and giving the candidate a reasonable opportunity to defend himself.
- The disqualification under misconduct/ malpractice will be treated as a failure in the examination and consequences of failure will follow. If a candidate is also disqualified from appearing at the next one or more examinations he shall not be admitted to any course of study, or allowed to appear at any examination of this University, during the period of such disqualification.
- Whenever entire examination of the semester is cancelled, it applies only to all the theory and practical papers of that semester and does NOT include any dissertation/ thesis/ fieldwork/ project work that the candidate might have appeared. However, debarring the candidate for one or more semesters/ annual examinations also debar him from submitting his dissertation/ project work etc. during that period.





Malpractices/ Misconduct- Some general policies

If the Provost receives complaints to the effect that the integrity of a University examination has been violated at the examination centre as a consequence of mass copying or other use of unfair-means, he may after enquiry, order re-examination in one or more papers.

Ordinarily, the University shall conclude the issues/matters related to malpractices and the processes thereof within a period of three months or in any case before the commencement of the next examination.

The Provost shall have the power at any time to institute an enquiry and to punish such malpractice/ misconduct or breach of rules by exclusion of such student(s) from any University examination or from any University programme in the University Department or from any Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal to him/ her or by imposition of fine or in multiple of the aforesaid ways within a period of six months.

Examination Result(s) of the concerned examinee(s) involved in such misconduct/ malpractice cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee(s) and the Department to which he/she belongs to, shall be informed accordingly.





Procedures for dealing with suspected cheating in an examination

If an invigilator suspects a student of cheating during an examination or having access to unpermitted material, this should be reported to the senior supervisor. The student must not be challenged at this point. The Senior Invigilator should try to witness the suspected cheating. If it is the senior supervisor who has first observed the suspected cheating, he/she should ask another experienced invigilator to see if they can also witness what the student is doing.

The second junior supervisor watching the student should do so discreetly, at a distance.

Once two junior supervisor are satisfied that there appears to be a case of suspected cheating, the senior supervisor should ask the student to accompany them outside the examination venue; ideally, the second junior supervisor who viewed the alleged cheating should also accompany them. The senior supervisor should

Remove everything from the student's desk, including coats, jackets and anything on the floor near the student and take it outside with them.

Once outside the senior supervisor should inform the student what has been observed by two junior supervisors and that this will be reported to the Academic Misconduct Panel. The student should be informed that it is in their best interests to co-operate and that their co-operation, or lack of it, will be reported to the Panel.





The senior supervisor should ask the student to hand over what they were observed using. If the student denies that they were using or were in possession of unpermitted material, the Senior supervisor may ask certain questions which will depend on what was observed: *e.g.*

- if the student was observed putting notes in their pocket, the student could be asked to empty their pockets
- if the student appeared to be looking at something written on their hand/arm, the student could be asked to show their hand/arm, which may mean asking them to roll up their sleeves
- Photographic evidence may be taken if necessary, please ensure that you gain the consent of the student before taking any photographs. A camera will be available in each main venue for this purpose

If the student refuses to answer any questions, hand over any material, or to allow a photograph to be taken of any evidence, the senior supervisor should inform the student, that the refusal will be noted as part of the report to the Academic Misconduct Panel.

At no point should a junior supervisor make physical contact with a student, or ask that they remove any clothing.

The senior supervisor should check the items removed from the student's desk to ensure that no unauthorized material is hidden there.





If the student has writing on their person, the senior supervisor should transcribe the material and ask the second supervisor to check that it has been transcribed correctly.

Any unpermitted material should be retained by the senior supervisor and the student should be informed that it will be handed to the Student Records and Examinations Team. If the student asks for the material/item back, they must go to the Student Services Centre after the examination to request this.

The senior supervisor should mark the student's examination script to show the point at which the student was spoken to about the suspected cheating. Once the interview is complete, the student can be allowed to return to the examination venue and complete the examination in the scheduled timeframe *i.e.* they will not be permitted any additional time because of the investigation.

If the Senior supervisor believes that the student was cheating in the examination they should complete a 'Report of Suspected Academic Misconduct' form and ask any other members of the invigilation team who witnessed the cheating to add details in the relevant sections.

If the Senior supervisor is satisfied that the student has offered a valid explanation to show that they were not cheating, he/she should inform the student that a report will be submitted to the School to confirm that the student was disturbed during the examination. The student should be allowed to return to the examination venue and complete the examination in the scheduled timeframe; they cannot be permitted any additional time because of the



investigation. The senior supervisor should complete an 'Incident Sheet'.

If a senior supervisor is unsure of how to deal with an incident they should contact the Student Records and Examinations Team for advice.

A student must not be taken out of the examination venue unless two junior supervisors have clearly observed cheating. If at the end of the examination, the second junior supervisor has not been able to observe anything specific but is satisfied that the student was behaving suspiciously, *e.g.* spending a lot of time watching the location of the invigilators, the senior supervisor may choose to ask the student to remain behind and talk to them about what was observed.

If there is insufficient evidence to challenge a student either during, or at the end of the examination, but the Senior Invigilator believes that there was suspicious behavior, please report this to the Student Records and Examinations Team by completing an examination 'Incident Sheet'.