

UNIVERSITY OF LONDON

Assessment Offence Procedures (2024-25)

JURISDICTION

- a) The Assessment Offence Procedures (*Procedures*) describe the University's response to allegations of an offence in any form of assessment that contributes to the award for which a student is registered.
- b) These *Procedures* do not apply to students who are registered directly with a federation member of the University, or with the University of London in Paris. In those cases, students should follow the procedures published by that federation member or body.
- c) Definitions of what constitutes an assessment offence can be found in the Quality Assurance Framework for students of the School of Advanced Study, and in the General Regulations for all other students.
- d) The authority under these *Procedures* resides with the Academic Board of the University of London.
- e) The authority for the implementation of these *Procedures* resides with the Head of Student Resolution and Casework.
- f) The Head of Student Resolution and Casework may delegate any of the duties assigned to them under these *Procedures* to another member of staff of the University.

PRESUMPTION OF INNOCENCE

- g) Any student will be presumed to be innocent of an alleged offence until the opposite is established on the balance of probabilities, based on the available evidence.
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GLOSSARY

The following terms used throughout the *Procedures* are defined below:

<i>Academic judgement</i>	A decision that is made about a matter where the opinion of an academic expert is essential, such as the relevance of unauthorised materials in a written examination; or whether unreferenced material can be considered common knowledge within that area of academic research.
<i>Assessment offence</i>	A breach of assessment regulations, as defined in the General Regulations or Quality Assurance Framework. 'Assessment offence', 'examination offence', 'academic misconduct' or similar may be used interchangeably across various University literature, but mean the same thing.
<i>Case</i>	The allegation and all information relating to it.

Next valid session	The next continuing registration point, or study session for which a valid registration could be made, following the scheduled release of results for the assessment(s) under investigation. This varies by programme.
No report	An academic penalty. It is equivalent to a fail mark, but also means that the assessment attempt will not be recognised as valid for the purposes of progression or completion of an award. A zero will appear on the student's transcript, and it will reduce the number of permitted attempts at the assessment or module by one.
Outcome	The final decision(s) reached following consideration of a case under a stage of these <i>Procedures</i> . This may include the application of penalties.
Penalty	A sanction imposed as a consequence of a student having been found, through these <i>Procedures</i> , to be in breach of the General Regulations or Quality Assurance Framework. A penalty can be non-academic, such as a warning, or academic, such as 'no report for element'. A list of penalties available under these <i>Procedures</i> can be seen on Page 7 (Annexe 1) of this document.
Precedent	An established outcome, based on the previous handling of equivalent cases under these <i>Procedures</i> . Precedent may reflect the severity of the offence and whether a student has a previous offence on their record.

PROCEDURE

Referral

1. A referral is normally made for investigation under the *Procedures* in one of the following ways:
 - a) An academic judgement is taken at programme level during the marking process that an offence has been committed, as defined under the General Regulations or Quality Assurance Framework, and that the nature of the offence is beyond the appropriate scope of the mark scheme; or
 - b) Data gathered through the platform used to deliver Online Timed Assessments (for example, video or audio recordings) suggests that an offence has been committed, as defined under the General Regulations or Quality Assurance Framework; or
 - c) An invigilator, proctor or other type of observer, in an examination hall or during proctored online assessments, submits a report that indicates a student's conduct was in contravention of the General Regulations or Quality Assurance Framework; or
 - d) Whistleblowing by another student or a third party.
2. When an allegation is made in an examination centre, the student will usually be informed by the Invigilator and asked to complete and sign the relevant sections of an Incident Report

Form. A student declining to complete and sign the Incident Report Form, or the examination centre failing to offer this opportunity to the student, will not prevent an investigation taking place under these *Procedures*.

Investigation

3. Following a referral, the release of any pending assessment results for the module(s) under investigation will automatically be withheld, until the outcome is determined.
4. The case will be assigned to a case handler who will oversee investigations. This may include verifying existing evidence, obtaining further evidence or statements from the student and/or relevant third parties, or referring for further academic judgement.
5. If, following investigation and having sought appropriate academic judgement, a case handler determines that there is insufficient evidence of an assessment offence to be pursued under these *Procedures*, the referral will progress straight to consideration by the Internal Panel (see Paragraph 8).
6. If, following investigation, it is determined that there is sufficient evidence to pursue the allegation under these *Procedures*, the student will be presented with details of the allegation and supporting evidence relevant to their case. The student will be asked to provide a statement within two weeks. If a statement is not provided within two weeks, the case will be considered without this additional evidence.
7. All evidence, including any statement submitted by the student, is reviewed by an Internal Panel. The Panel will consist of no fewer than two members and will include a senior investigator, who is normally either a Student Resolution and Casework Manager or the Head of Student Resolution and Casework, and the relevant case handler.
8. The Internal Panel will determine whether the evidence, including any statement submitted by the student, supports the allegation or not. The Internal Panel may decide that further investigation is required before a determination can be made.

Outcome

9. The Head of Student Resolution and Casework will confirm the outcome, with reference to the Panel's determinations.
10. If the offence is considered proven and precedent exists, the penalty will be determined in line with the table in Annexe 1.
11. Where precedent does not exist, or the Head of Student Resolution and Casework is otherwise unable to reach a decision, they will refer the matter for consideration by the Assessment Offences Committee, in line with Paragraph 22.
12. The student will be informed of the outcome in writing and of any penalties applied.
13. The student will be informed of their right to submit an appeal.

14. The hold placed on the student's results will be removed following determination of an outcome. Results will be released in the normal way, either following a subsequent scheduled release, or as soon as possible should results have already been released. These are the student's confirmed results.
15. Outcomes will normally be delivered ahead of the registration deadline for the next valid session (see Glossary for definition of next valid session).

Appeals procedure

16. Students are permitted to appeal within two weeks of the date on the outcome letter, on one or more of the following grounds:
 - a) That the procedures were not followed properly;
 - b) That the decision maker(s) reached an unreasonable decision (e.g. case is outside of precedent);
 - c) That the student has new material evidence that they were unable, for valid reasons, to provide earlier in the process;
 - d) That there is bias or reasonable perception of bias during the procedure;
 - e) That the penalty imposed was disproportionate, or not permitted under the procedures.
17. Appeals must be made using an appeal form requested from assessment.offences@london.ac.uk, stating clearly the grounds on which they are being made and providing relevant supporting evidence.
18. Appeals made after two weeks or without relevant supporting evidence will not normally be considered.
19. The Chair of the Assessment Offences Committee determines whether an appeal has been made on valid grounds and can be accepted for consideration.
20. If an appeal is not accepted, the student will be informed in writing, including the reasons for this decision. This letter will serve as a Completion of Procedures letter, which enables a student to pursue an independent review with the Office of the Independent Adjudicator for Higher Education (OIA). Full details of the OIA and how to make a complaint are available from the [OIA website](#).
21. If an appeal is accepted, it will be scheduled for consideration at the next meeting of the Assessment Offences Committee.

Assessment Offences Committee – membership and procedure for hearings

22. The Assessment Offences Committee will meet to consider outcomes of cases where either:
 - a) an appeal made on valid grounds has been accepted for further consideration;
 - or
 - b) the Head of Student Resolution and Casework was unable to determine an outcome (for example, due to the absence of established precedent, or the severity or complexity of the offence).

23. The Assessment Offences Committee will normally consist of no fewer than three members, including the Chair of the Assessment Offences Committee, a federation member of the University of London or a senior member of staff from the University of London who has had no prior involvement in the case or marking of the assessment. Further members will normally be academic staff drawn from federation members of the University of London or Institutes of the School of Advanced Study and include an academic lawyer, appropriate subject specialist(s) and a student member. The membership of each Assessment Offences Committee meeting will reflect the nature of the case(s) under consideration.
24. In exceptional circumstances the Committee is permitted to conduct its business with two members.
25. No member of the Committee will have had any prior knowledge of the student or personal involvement in the case.
26. The Committee will normally conduct its business in person. Deliberations are permitted to take place by correspondence, or electronic means, if there is a clear reason for doing so and the method has been agreed by the Chair in consultation with the Head of Student Resolution and Casework.
27. The Committee will be provided with full details of the cases under consideration including: all relevant documentation and evidence considered at earlier stages of the *Procedures*, written statements made by the student and, in the case of appeals, the appeal form.
28. Students with cases under consideration will be provided with a copy of each document which will be presented to the Committee. The student will then have the opportunity to submit a further statement for consideration by the Committee, if they so wish.
29. The cases, based on the documents held by the student and the Committee, will be presented by the Head of Student Resolution and Casework, who will also answer any questions the Committee may have regarding procedural or regulatory matters.
30. Should the Committee not feel able to reach a judgement, it is permitted to adjourn its business to seek further evidence. Any further evidence will be provided to the student, who will be given the opportunity to submit a further statement, before proceedings resume.

Committee outcomes for appeal cases

31. The Committee will determine whether the appeal submitted by the student should be upheld. Appeals can be upheld resulting in a change to the outcome, upheld with no change to the outcome, or not upheld.
32. If the Committee determines that the appeal is upheld resulting in a change to the outcome, the Committee can decide that:
 - a) The penalty previously imposed should be revoked;
 - b) A lesser penalty should be imposed;
 - c) A harsher penalty should be imposed.
33. If the Committee determines that an appeal is upheld but there is no change to the outcome, or that an appeal is not upheld, the previously determined outcome will stand.

34. The student will be informed of the appeal outcome in writing by the Chair. Whether an appeal is upheld or not, the Chair will provide clear reasoning for the decisions.
35. The decision of the Committee at this point is final and concludes the University's consideration of the matter. A Completion of Procedures letter will be issued. This enables a student to pursue an independent review with the Office of the Independent Adjudicator for Higher Education. Full details of the OIA and how to make a complaint are available on the [OIA website](#).

Committee outcomes for cases referred by the Head of Student Resolution and Casework

36. Following consideration of the evidence, the Committee will determine whether the allegation is proven. The Chair will give clear reasons for the decision.
37. If the Committee determines an offence is proven, they will be provided with details of the student's assessments to date, any prior proven assessment offences on the student's record and any mitigating circumstances that apply to the assessment offence in question.
38. The Committee, giving due consideration to the impact on the student's progression or eligibility for the award for which they are studying, will determine whether a penalty is to be applied, with reference to Annexe 1.
39. The outcome determined by the Committee, and full details of any penalties, will be communicated to the student in writing by the Chair. The outcome will also be communicated to the referring body if appropriate.

Appeals against a decision of the Assessment Offences Committee

40. Appeals against a decision of the Assessment Offences Committee should be made in line with Paragraphs 16-21.
41. The Director of Governance, Policy and Compliance determines whether an appeal has been made on valid grounds, has supporting evidence and can be accepted for consideration.
42. If an appeal is not accepted, the student will be informed in writing, including the reasons for this decision. The decision at this point is final and concludes the University's consideration of the matter. A Completion of Procedures letter will be issued. This enables a student to pursue an independent review with the Office of the Independent Adjudicator for Higher Education. Full details of how to make a complaint are available from the [OIA website](#).
43. If an appeal is accepted, a new Assessment Offences Committee, with members with no previous involvement in the case will be convened. The Committee will meet and conduct its business in accordance with Paragraphs 22-30.
44. The Chair of the previous Assessment Offences Committee will present the case in place of the Head of Student Resolution and Casework, as stated in Paragraph 29.

Assessment Offence Procedures

ANNEXE 1: LIST OF AVAILABLE PENALTIES

1. no further action to be taken, or
2. that the student be formally reprimanded and reminded of the need to strictly follow the Regulations, and/or
3. that no report be made on the performance of the student for the assessment in question, or
4. that no report be made on the performance of the student for the whole module, or
5. that no report be made on the performance of the student for any or all the assessments the student took in the year the offence occurred, or
6. that the student cannot re-enter for any or all of those assessments before the expiry of a stated period of time, or
7. that no award of the University be granted before the expiry of a stated period of time, not exceeding three terms following satisfactory completion of the programme, or
8. that the student be excluded from future assessments for awards of the University.

Note: No report is the equivalent to a fail mark, but also means that the assessment attempt will not be recognised as valid for the purposes of progression or completion of an award. A zero will appear on the student's transcript, and it will reduce the number of permitted attempts at that assessment by one.

TABLE OF PRECEDENT

The table below lists established outcomes for first, second and third proven assessment offences, and allegations that are not upheld, based on the consideration of previous cases under these *Procedures*. These standard outcomes do not preclude alternative action being taken where the nature of an offence justifies it. The Assessment Offences Committee will make reference to this table when setting new precedent.

Allegation not upheld or unproven	No further action
First offence(s)	Student will be formally reprimanded
	No report will be made for the assessment in question
Second offence(s) in a subsequent session	Student will be formally reprimanded
	No report will be made for the whole module
Third offence(s) in a further session	No report for all modules taken within the academic year

Note: The definition of 'subsequent session' will be determined by the Head of Student Resolution and Casework or the Assessment Offence Committee, but will normally be taken to mean that a sufficient amount of time has passed between receiving a penalty letter and submitting further assessments.