



UNIVERSITY
OF LONDON

Assessment Offence Procedure

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Assessment Offence Procedure

An assessment offence is a breach of the applicable assessment regulations.

This Procedure describes the University of London's response to allegations of offence in any form of assessment for taught programmes and microcredentials.

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1. What is an assessment offence?

- 1.1. An assessment offence is a breach of the applicable assessment regulations.
- 1.2. Depending on which part of the University a student is registered with assessment offences are defined in either the General Regulations, Microcredential Regulations or Quality Assurance Framework (School of Advanced Study).

2. Who does the Assessment Offence Procedure apply to?

- 2.1. The Procedure applies to students registered on University of London taught programmes and microcredentials.
- 2.2. The Procedure does not apply to students who are registered directly with a federation member of the University, or with the University of London Institute in Paris. In those cases, students should follow the procedures published by that federation member or body.

3. How is a referral made to the Procedure?

- 3.1. An assessment offence referral is normally made in one of the following ways:
 - An academic judgement is taken during the marking process that an offence has been committed, as defined under the applicable assessment regulations, and that the nature of the offence is beyond the appropriate scope of the mark scheme;
 - Data gathered through the platform used to deliver online assessments (for example, video or audio recordings) suggests that an offence has been committed, as defined under the applicable assessment regulations;
 - An invigilator, proctor or other type of observer, in an examination centre or during proctored online assessments, submits a report that indicates a student's conduct was in contravention of the applicable assessment regulations;
 - Whistleblowing by another student or a third party.
- 3.2. When an allegation is made in an examination centre, the student will usually be informed by the invigilator and asked to complete 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 this Procedure.

4. What happens next?

- 4.1. Following a referral, the release of any pending assessment results for the assessment under investigation will automatically be withheld until the outcome is determined.
- 4.2. A case handler will complete an initial investigation, which may include activities such as reviewing evidence provided by the markers, obtaining further evidence or statements from the assessment office or examination centres as necessary,

consulting the assessment record, or referring for further academic judgement.

- 4.3. Any student referred to this Procedure for investigation will be presumed to be innocent of the alleged offence until the opposite is established on the balance of probabilities, based on the available evidence.

5. Will students be invited to respond to any allegation made against them?

- 5.1. If, following initial investigation, it is determined that there is sufficient evidence to proceed, the student will be presented with details of the allegation and supporting evidence relevant to their case.
- 5.2. The student will be asked to provide a written statement within two weeks. If a statement is not provided within the set timeframe, the case will be considered without this additional evidence.
- 5.3. If, following investigation, a case handler determines that there is insufficient evidence of an assessment offence, the referral will instead progress straight to consideration by the Internal Panel (see below).

6. How will the outcome be decided?

- 6.1. All evidence, including any statement submitted by the student, is reviewed by the 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.
- 6.2. The Internal Panel will determine whether the evidence supports the allegation and amounts to a proven contravention of the applicable assessment regulations. The Internal Panel may decide that further investigation is required before a determination can be made.
- 6.3. The Head of Student Resolution and Casework will then confirm the outcome with reference to the Panel's determinations and the applicable assessment regulations.
- 6.4. If the offence is considered proven, a penalty will be imposed in line with the table in Appendix 1.
- 6.5. If the Head of Student Resolution and Casework is unable to reach a decision, for example where there is no clear precedent or due to the severity of the offence, they will refer the matter to the Assessment Offences Committee for their consideration (see Sections 9 and 11).
- 6.6. The student will be informed of the outcome in writing, of any penalties applied and of their right to submit an appeal.
- 6.7. The hold placed on the student's results will be removed following confirmation of the outcome. Results will be released in the normal way, either following a

scheduled release, or as soon as possible if results have already been released.

7. How long will the process take?

- 7.1. We aim to provide students with an outcome within 6-8 weeks of the date of the first allegation letter.
- 7.2. For students on full degree programmes, outcomes will normally be delivered ahead of the registration deadline for the next valid session.
- 7.3. For students who go on to submit an appeal we will aim to ensure that the entire process takes no longer than 90 days in total, from the first allegation letter to the appeal decision letter.

8. What is the appeal process?

- 8.1. An appeal can be made within two weeks of the date on the outcome letter, on one or more of the following grounds:
 - The Procedure was not followed properly;
 - The decision maker(s) reached an unreasonable decision;
 - The student has new material evidence that they were unable, for valid reasons, to provide earlier in the process;
 - There is bias or reasonable perception of bias during the procedure;
 - The penalty imposed was disproportionate, or not permitted under the Procedure.
- 8.2. 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.
- 8.3. Appeals made after two weeks or without relevant supporting evidence will not normally be considered.
- 8.4. The Chair of the Assessment Offences Committee determines whether an appeal has been made on valid grounds and can be accepted for consideration.
- 8.5. 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](#).
- 8.6. If an appeal is accepted, it will be referred for consideration at the next meeting of the Assessment Offences Committee.

9. What happens when a case is referred to the Assessment Offences Committee?

- 9.1. The Assessment Offences Committee will meet to consider outcomes of cases where either: an appeal made on valid grounds has been accepted for further

consideration; or 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).

- 9.2. The Committee will normally consist of no fewer than three members, including the Chair of the Assessment Offences Committee and academic staff with appropriate expertise drawn from federation members of the University of London or Institutes of the School of Advanced Study, and a student member. The membership of each Assessment Offences Committee meeting will reflect the nature of the case(s) under consideration and no member will have had prior involvement in the case or marking of the assessment.
- 9.3. In exceptional circumstances the Committee is permitted to conduct its business with two members.
- 9.4. No member of the Committee will have had any prior knowledge of the student or personal involvement in the case.
- 9.5. The Committee will either conduct its business through an online meeting or in person. In exceptional circumstances, it is open to the Chair to decide that its business can proceed by correspondence if there is a clear reason for doing so.
- 9.6. The Committee will be provided with full details of the case(s) under consideration including: all documentation and evidence considered at earlier stages of the Procedure, written statements made by the student and the appeal form where appropriate.
- 9.7. Students will be provided with a copy of the documentation in advance and will then have the opportunity to submit a further statement for consideration by the Committee, if they so wish.
- 9.8. The Head of Student Resolution and Casework will be invited by the Chair to provide a summary of the case(s) under consideration and to answer any questions the Committee may have regarding procedural or regulatory matters, but will not participate in the Committee's deliberations.
- 9.9. Should the Committee be unable to reach a judgement during the scheduled meeting, 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.
- 10. What happens when the Assessment Offences Committee decides the outcome for an appeal?**
 - 10.1. If the Committee determines that the appeal is upheld they can decide that:
 - The penalty previously imposed should be revoked;
 - A lesser penalty should be imposed;
 - A harsher penalty should be imposed;
 - The penalty should remain.

- 10.2. If the Committee determines that an appeal is not upheld, the previously determined outcome will stand.
- 10.3. The student will be informed of the appeal outcome in writing by the Chair who will provide clear reasoning for the decisions.
- 10.4. The decision of the Committee 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](#).

11. What happens when the Assessment Offences Committee decides the original outcome for a case?

- 11.1. Following a referral from the Head of Student Resolution and Casework (see Paragraph 6.5), the Committee will first determine whether the allegation is proven.
- 11.2. If proven, the Committee will be provided with details of the student's academic position in order to determine whether a penalty will be applied, with reference to Appendix 1.
- 11.3. The outcome, explanations for the decisions reached, and full details of any penalties, will be communicated to the student in writing by the Chair. The student will be informed of their right to submit an appeal.
- 11.4. Appeals should be made in line with Section 8.
- 11.5. The University Secretary determines whether an appeal has been made on valid grounds, has supporting evidence and can be accepted for consideration.
- 11.6. 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 Sections 9 and 10.
- 11.7. 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 9.8.

12. What wellbeing support is available?

- 12.1. The Wellbeing Hub provides support through a range of articles and other resources, including information on accessing our mental health app TalkCampus, a peer support network with access to a 24/7 crisis helpline.
- University of London distance learning students can access the Wellbeing Hub through the [Student Portal](#).
 - Microcredentials students can access the Wellbeing Hub through their VLE.
- 12.2. For School of Advanced Study students, please consult the [Health and Wellbeing](#) pages on the SAS website, which contain advice, links to support, appropriate contact details and information on seeking counselling.

Appendix 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.

**‘No report’ is the equivalent to a fail mark, but also means that where it applies 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.*

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 the Procedure. 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

The definition of a ‘subsequent’ or ‘further’ 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.