



ADVICE SERVICE

Assessment Offences Procedure

Any action by a student which gives or has the potential to give an unfair advantage in an exam or assessment, or activity that is likely to undermine the integrity essential to scholarship and research.

Types of Assessment Offenses

Unauthorised Collusion

When a student works closely with another student (past or present) without permission, leading to submitted work that is not solely their own.

Where group work is permitted, students must stick to the agreed group.

Plagiarism

The unacknowledged use of the work of others.

All material must be referenced. This includes AI, which must be authorised by your tutor.

In need of advice or extra support? Email us at suadvice@glos.ac.uk

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Re-presentation

(Self-plagiarism) Submitting work that has been previously submitted at a current or past institution.

Breach of Exam Rules

Unfair advantage through dishonest means (cheating).

Must not communicate/copy from another student OR introduce written, printed or electronic sources into exam locations, unless part of the exam.

Procedural Dishonesty

Breaking rules or lying during an official process.

- » Contract cheating/essay writing service (AI or someone writing it for you)
- » Impersonation
- » Fabrication – includes falsification of extenuating circumstances evidence

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Any of these offences will initially be flagged by a marker as a 'suspected breach' and logged as 'SB'. A Suspected Assessment Offence Report Form will be completed by the marker and emailed to your student email address, along with any relevant evidence of the breach.

The marker cannot discuss this with you, until a decision has been reached.

You have 5 working days after receiving this to provide a written response to the allegation, as well as sending any documentation or evidence that may be relevant.

If you do not respond in 5 working days, it will be assumed that you do not wish to provide a response.

Both the marker's report and your written response will then be sent to an Academic Conduct Officer to reach a decision.

Monitor your university email as the Officer may need to contact you for more information or for a meeting*.

You have 5 working days after receiving this to provide a written response to the allegation, as well as sending any documentation or evidence that may be relevant.

If you do not respond in 5 working days, it will be assumed that you do not wish to provide a response.

* Academic Integrity Meeting

These are only organised in certain circumstances (e.g. suspected use of essay mill, contract cheating or misuse of AI writing services, or other valid reason). Its purpose is to gather more information about your suspected breach. You will be given at least 7 days' notice if a meeting is required.

Academic Conduct Officer reaches a decision

NO BREACH

Work marked as normal

Breach Found

This meeting will involve yourself, the marker, the Academic Conduct Officer and a member of staff from Governance & Legal to take notes.

You can also invite a fellow student or someone from the Students' Union (Student Advisor) for support.

APPEALS:

You can appeal any of these decisions, BUT Firstly, you must work out if you meet any of the following grounds, you CANNOT appeal a decision you simply disagree with.

Do you meet either of these grounds?

- » There was an administrative error OR procedural irregularity during (by the University) during the process of such a significant nature as to have likely affected the decision of the Academic Conduct Officer/Panel.
- » There is new evidence which you were unable, for valid reasons, to provide earlier, which is of such significance that it may affect the decision of the Academic Conduct Officer/Panel.

First Offence

- » Logged as a formal caution
- » Your work is marked according to the published assessment criteria with the breached material excluded from the marking process.
- » If procedural dishonesty is found, the assessment is deemed a failure, and all marks are lost for the module/modules concerned. A OBR grade is given which remains on your transcript.

If you do not respond in 5 working days, it will be assumed that you

Second Offence

- » Following your first confirmed offence, another submitted piece of work has a suspected breach.
- » You lose all marks for entire module (OBR module grade given which remains on your transcript)
- » Following a second offence, discuss with your Personal Tutor or Student Centres what the impact on your progression may be or if it is possible to retake.

Third Offence

- » Following your second confirmed offence, another submitted piece of work has a suspected breach.
- » You lose all marks for the entire module (OBR module grade given which remains on your transcript).
- » You are also required to withdraw from the programme and from the University.

