



Code: QA230
Title: Procedures for dealing with breaches of Examination Regulations (**Emergency Revision***)
Date: 17/04/2020
Approval: Academic Council

*Changes from the normal procedures are highlighted in red.

1. Purpose

The purpose of this document is to define procedures for dealing with breaches of Examination Regulations.

2. Interpretation

“**Candidate**” is a person taking an examination.

“**Module Leader**” is a person responsible for the management and co-ordination of their online examinations.

“**The Discipline Committee**” is constituted under the NUI Galway Candidate Code of Conduct and for the purpose of this Policy shall act as a board of appeal

“**ESG**” is the Examinations Security Group (ESG) which investigates all suspected breaches of the University’s Examination Regulations. For the purposes of the NUI Galway Student Code of Conduct, the ESG is the “Designated Authority” as defined in the said Code.

“**Examination Regulations**” are outlined in the Examination Regulations document.

“**Marks and Standards**” are regulations which apply to the assessment of Candidates’ performance on programmes of learning.

“**Personation**” is assuming the identity of another person.

“**Student Code**” is the NUI Galway Student Code of Conduct.

3. Breaches of Examination Regulations

Students during the COVID19 emergency are expected to adhere to all exam regulations. Where a module leader feels a student did not adhere to the emergency exam regulations as set out in [QA229 Emergency Examinations Regulations](#) they should follow the guidance as outlined in the [Protocol for Module Leaders when Conducting Follow up Interviews with Students](#) documents. If they feel there are grounds for referring the student to the ESG they should use the appropriate [Breaches of Regulations Online Assessments 2020 Form](#) and ensure to submit it along with all relevant documentation to the Exams office.

All suspected breaches of the University’s Examination Regulations are investigated by the ESG. The Examination Regulations are available on the [Examinations Office website](#). **Emergency revisions of these documents due the current COVID 19 crisis can also be found [there](#).**

If any Candidate shall be adjudged by the ESG, to have violated any of the of the Examination Regulations, or in any other way to have acted improperly, (s)he will be subject to sanction.

4. Membership of the ESG

Members of the ESG are nominated by the Colleges and appointed by Academic Council. All meetings of and interviews held by the ESG will be chaired by the ESG Chair or Vice Chair (or their nominee). The Examinations Office provides administrative support to the ESG.

5. The Process

5.1 Online Assessment

Module Leaders (Owners) reserve the right to follow up with a student by online interview if there is any concern in relation to the integrity of the assessment. This discussion should be regarded as a mini-viva, the purpose of which is to provide an opportunity for the student to demonstrate that the information they provided in their alternative assessment can be consistently presented at interview also.

Module Interviews will be setup as outlined by [ISS guidelines](#).

5.2 After the Online Interview

Module Leader (Owners) who remain concerned that the student may be in breach of exam integrity requirement following the Interview, can refer the student to the ESG group. The Module Leader must complete the relevant breach of examination regulations form and send it, with a copy of the Exam Paper, to the Examinations Office.

The Examinations Office will notify the Candidate if and when their interview will take place and will also send the Candidate a copy of the material being assessed by the ESG. The Candidate may submit a written statement to the Examinations Office in advance of the interview for consideration by the ESG.

It is the **responsibility of the candidate** to be available via NUIG email contact and/or by mobile phone in the immediate post exam period.

5.3 At the interview

Interviews will take place virtually using a secure audio/visual application in line with advise from ISS and CELT (<http://www.nuigalway.ie/celt/>). Candidates will be made aware that the interview will be recorded and will be kept for a period of 6 months after the interview, after which it will be deleted in line with GDPR guidelines (<https://www.nuigalway.ie/data-protection/>)

The Candidate may bring a student colleague of the student's choice or a Students Union representative (but not any other person or body unconnected with the University) and this person may contribute to the interview. **The NUIG email address and phone number of this person will need to be provided in advance of meeting.** At the interview the ESG will ask the Candidate to give his/her explanation of the incident at issue.

The ESG may also request information from other sources as appropriate, for example from the lecturer marking the examination paper, if it feels that such input is relevant or required. If necessary, the ESG may meet with the Candidate more than once.

5.4 The Decision

Once the ESG is satisfied that it has all the information necessary, it will make a decision. Where the Candidate is found to have been in breach of the Examination Regulations depending upon the severity of the incident, the penalties are as follows:

- (a) Letter of reprimand
- (b) 5% reduction of marks for the relevant module
- (c) 10% reduction of marks for the relevant module
- (d) 15% reduction of marks for the relevant module
- (e) Zero mark for the relevant module
- (f) **Zero Mark for the relevant module and a cap on the mark for the repeat (if a repeat sitting is allowed by the Marks and Standards for the programme) of a pass mark for the relevant programme.**

The ESG shall also have power to deprive the Candidate of the credit for his/her result in the relevant module, either wholly or in part, for having violated the Examination Regulations, and shall have power to exclude the Candidate from the particular examination for a period not exceeding two years. In cases of Personation, the personator and the personated shall be liable to permanent exclusion from the University.

Being called for interview by the ESG can be a stressful experience for Candidates, therefore Candidates are advised to ensure that they read and abide by the University's Examination Regulations at all times.

Any or all records relating to breaches of examination regulations will be retained up to the date of graduation.

5.5 Appeal of Decision

A decision may be appealed to the Discipline Committee pursuant to the Student Code. In this event, the Discipline Committee acts as a board of appeal and its decision shall be final. The process and procedures outlined in the Student Code shall apply.

For the avoidance of doubt, notwithstanding that the ESG as Disciplinary Authority is authorised under the Student Code to refer matters by reason of their gravity or nature directly to the Disciplinary Officer (as defined in the Student Code) or the Discipline Committee, matters arising from a breach of the Examination Regulations will be dealt with initially by the ESG and shall only fall to be dealt with under the Student Code on referral or appeal. **Responsibilities**

Name	Responsibility
Registrar and Deputy-President	Policy Owner
Examinations Office	Ensuring implementation of policy
Examinations Office	Monitoring and reporting compliance with the policy
Examinations Office	Revisions to the policy

All Candidates at University examinations	Compliance with policy
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6. Related Documents /Attachments

Examination Regulations

IT Advice for Staff managing Online Exams:

<http://www.nuigalway.ie/information-solutions-services/servicesforstaff/itadviceforstaffmanagingonlineexams/>

ISS page: Student Tips - Online Exams

<http://www.nuigalway.ie/information-solutions-services/news/student-tips---online-exams.html>