

STUDENT RIGHTS INFORMATION

EXAMS: CHEATING

The information in this brochure has been prepared by MONSU Student Assistance staff. It is intended as a guide to assist you with your educational issues.

For further information, or to speak to someone, please make an appointment with the Student Rights Manager.

If you wish to make an appointment, please register your details on our websites.

CAULFIELD STUDENTS:

MONSU Caulfield
www.monsucaulfield.org.au/studentrights
Ph: 9903 2596
L3, Bldg S

PENINSULA STUDENTS:

MONSU Peninsula
www.monsupeninsula.org.au/studentrights
Ph: 9904 4217
Gr Fl, Bldg U

MONSU Student Assistance publications:

INFOSHEETS

Academic Progress - Early Warning
Academic Progress - Exclusion
Academic Progress - Hearing Hints
Discipline
Exams
Exams - Cheating
Grievance
Results
Special Consideration

BOOKS

Steady Course - Your Student Rights Guide

Copies of all publications are available at our offices or can be requested via email.

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CHEATING IN AN EXAMINATION

Cheating is defined as “seeking to obtain an unfair advantage”.

This includes:

- Collusion with others
- Taking previously prepared notes into an exam, where it is not allowed.

A range of penalties may be imposed, including:

- A reprimand on your student file
- Dissallowance of the exam question(s) or exam
- Failure of the unit
- A fine not exceeding \$500
- Suspension
- Exclusion

If you are found in possession of unauthorised material during an exam, you will be reported to the Exams Manager who will interview you at the exam venue. A Student Assistance staff member should be contacted before the interview begins. If the Exams Manager believes that an offence has been committed, the case will be reported to the Faculty Disciplinary Committee who can impose various penalties, from a warning to exclusion from the university.

What is unauthorised material?

An examination is classified as either a closed or open-book examination. Each examination clearly states the authorised materials for that exam, such as the script book, the question paper and other materials such as a calculator or notes for an open-book exam. When you attend an examination you should not have any unauthorised material on your desk, in your hands or concealed in your clothing, unless it is an open-book exam.

Anything that is not authorised material, is technically unauthorised, for example a newspaper would be, even though it would not assist your answering of the examination questions. Unauthorised material that does not help you answer questions can still be seen as a breach of examination procedures and may be reported as a general discipline to the faculty.

Investigation process - Interview

You can be questioned for various reasons including:

- Having unauthorised materials found in your possession during the exam

- Possibly having concealed materials
- Actions that maybe considered suspicious, such as body movements
- Speaking to other students
- Breaching any other examination conditions

YOUR RIGHTS

Be aware of your rights throughout this process. You are presumed innocent until proven guilty by a Faculty Discipline Committee. You have the following rights:

- To finish the examination before being accused of cheating
- Not to comment when asked about your conduct
- To be told about MONSU Student Assistance, whose staff members can act as an advocate/observer during the interview and help you at a Faculty Discipline Committee
- Not be searched, or to have to show parts of your body or to empty your pockets
- To be informed of the reason for being interviewed
- Access to independent legal counsel if desired

During the interview you will be questioned about your actions. If you are asked to give an explanation about your actions you can choose whether or not to explain. It is recommended that you try to explain, but it is also understood that students can find being interviewed distressing. You can choose to explain your actions at a later time, that is, at a Faculty Discipline Committee, but it is helpful to explain your situation at the time of the interview because it may clarify your innocence immediately and prevent further action.

After the interview

If the Exams Manager believes you have not acted improperly, s/he can dismiss the case. However, if s/he feels that you may have breached examination conditions the matter will be reported to the Faculty.

Usually, the Faculty considers exam reports and elects to hold a Discipline Committee Hearing to consider the evidence. This is your chance to explain your actions and any other circumstances that may have led to a misunderstanding of your behaviour.

You will not hear from the Faculty until all examinations have finished, and a hearing date has been arranged. Your lecturer may be contacted regarding your examination answers and other class results. This may take another month.

What can you do if you are suspected of cheating?

You will need to be patient and wait for the faculty to contact you about a hearing date. While you are waiting to attend a hearing there are several things you can do before you receive a formal letter from the Faculty.

You should consider preparing a written statement to either present to the committee or to guide your own answers during the hearing. Remember the committee is likely to ask you questions about your actions so you should think about possible questions that someone might ask and what you would say in reply. Write about what happened before, during and after the incident. Explain why you believe you did or did not cheat.

For further information about Discipline Hearing preparation, please refer to our Discipline brochure.