

Cheating In Exams

The University treats exam misconduct very seriously – if you misbehave in an exam you risk having your studies terminated. To avoid being accused of misconduct it is important to ensure you know and understand the University's [exam regulations](#).

Exam misconduct includes:

- Taking unauthorised material into an exam (e.g. notes, paper, phone, unapproved calculator, annotated text book)
- Copying off another student
- Communicating with another student during the exam
- Disturbing the exam (e.g. speaking loudly to an invigilator)

I have been accused of Exam Misconduct, What should I do?

If you have been accused of exam misconduct, you will be informed of this at the end of the exam in question. The invigilator will give you a letter informing you of the allegation and explaining that an investigation will now take place. We highly recommend you contact the Guild advice team for support if you receive this letter. We can be contacted on guildadvice@liv.ac.uk

Investigation

A University staff member known as the Investigating Officer will pursue the allegation into exam misconduct. You will receive an email from them explaining that an investigation into the alleged misconduct will now take place.

You will be invited to submit a written statement explaining what happened during the exam and asked to attend an interview with the IO: this is your opportunity to tell your side of the story. A Guild Adviser can help you prepare by reviewing your statement and attending the interview with you for support.

During the investigation, the IO will also speak to the invigilator of your exam and the examiner, who marks your exam script, and will put together an evidence base, which you will be able to see. After the investigation is complete - this can take several weeks - the IO will make a decision on your case, which will be one of the following:

- The case is dropped
- The case is referred to your department for them to take action (known as summary jurisdiction)
- The case is referred to the Board of Discipline

In exam misconduct cases, it is likely that you will be referred to the Board of Discipline.

This outcome is extremely serious as the Board of Discipline has the power to impose a penalty, which could include terminating or suspending your studies. See our guidance on [Disciplinary investigations for more information](#).

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