

DEPARTMENTAL ROUTINES FOR HANDLING CASES OF SUSPECTED OR ATTEMPTED CHEATING ON UNSUPERVISED WRITTEN EXAMINATIONS OR TESTS

(also applies to cases in which cheating or attempted cheating is discovered in connection with grading of a supervised written exam or test)

Note! All cases regarding suspected or attempted cheating on an unsupervised written examination or test must follow official channels (i.e., submitted via the head of department) – **Cases are to be submitted for further processing on behalf of the department and not by individuals**

In dealing with cases of suspected or attempted cheating, the following procedures must be followed:

- The lecturer and/or examiner suspecting cheating or attempted cheating shall assess the situation and prepare accurate documentation of the circumstances pertaining to the case.
- The lecturer's and/or examiner's documentation and account of the basis for suspected or attempted cheating shall be submitted to the Department of Academic Affairs through the official channels for further processing. The student's original answers are to be included in the case papers.
- The submission should include a brief description of the assignment's position within the course in question, the assignment's weighting/importance in the assessment, and a statement on permitted cooperation, examination aids, etc.
- The documentation must also include information about how the department trains its students in citing sources and a copy of the student's (or students') plagiarism/source citation declaration.
- All documents related to cases of suspected or attempted cheating are **exempt from public access** and shall be registered in ePhorte (electronic archive system).
- Upon receiving case documents, the Department of Academic Affairs deals with the case in accordance with UMB's Procedures for Handling Cases of Cheating or Attempted Cheating: www.umb.no/statisk/sit/forskrifter/engelske/regelverkfusk_engelsk.pdf
- UMB's Appeals Committee has the power of decision in cases regarding suspected or attempted cheating.
- The secretariat of the Appeals Committee notifies the reporting party about when the case will be dealt with by the Appeals Committee.
- A student who is suspected for cheating or attempted cheating shall **not** receive a grade before the case procedures have been completed.