

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

If a student (students) violates (violate) the regulations during a supervised written examination or test, the following routines must be observed:

- The invigilator shall immediately call the Department of Academic Affairs (at the phone number provided).
- The Director of Academic Affairs shall be notified.
- The Director of Academic Affairs shall show up on the premises of the examination.
- While waiting for the arrival of the Director of Academic Affairs, the invigilator shall keep the student(s) under supervision, but not directly contact the student(s). If a crib sheet or similar has been discovered outside of the examination premises, these are not to be removed, but rather "monitored" pending the arrival of the Director of Academic Affairs.
- The Director of Academic Affairs asks the student(s) and the invigilator to step outside of the examination premises so that they can make a brief statement and explanation.
- The student(s) is (are) permitted to complete the examination, but is (are) instructed to go to the Director of Academic Affairs for further explanations **immediately** after having completed the examination.
- The invigilator accompanies the student(s) to the Director of Academic Affairs, and both (invigilator and student/s) prepare written statements.
- The answers to the exam/test and any documentation that could be important for further case procedures are to be kept by the Director of Academic Affairs.
- 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.
- A student who is suspected for cheating or attempted cheating shall **not** receive a grade before the case procedures have been completed.