

Common procedures in cases of suspected cheating

- *Applicable to both examinations (both with and without permitted support materials) and mandatory coursework requirements.*
- *Information relating to cases of cheating is confidential and the executive officer concerned has a duty of confidentiality, cf. Section 13 of FVL (the Norwegian Public Administration Act). Such cases shall also be dealt with on a "need to know" basis, and as few people as possible (only those deemed necessary) shall know about the whole case in question.*

In cases of suspected cheating in written examinations

- The invigilator shall complete a "report on discrepancies detected during examinations". This report shall be submitted to the Education Department at the Secretariat of the Appeals Committee.
- The student concerned shall be asked to attend talks in the Education Department.
- If no further action is to be taken, the student shall be informed accordingly and the case shall be closed.
- If further action is to be taken, the student shall be given a letter (advance notice – notification of a case being opened) and asked to provide a written statement. The student will also be informed about his/her rights to have the help of a lawyer and about any consequences. This should be done in plenty of time (approx. 2 weeks) before the meeting with the Appeals Committee.
- The student shall be informed about when the case will be heard by the Appeals Committee and be given the opportunity to attend in order to verbally explain himself/herself in respect of the case.
- A decision shall be forwarded to the student to inform him/her about the outcome of the case. This decision shall be sent via P360 and preferably in a digital mailbox. If the student does not have a digital mailbox, the decision shall be sent in the post. A copy of the decision must be sent to the department/faculty via P360. Copies shall be sent to a limited number of people and shall be clarified in advance with the Secretariat.

In cases of suspected cheating when submitting papers and during home examinations

1. **The lecturer/examiner** suspects cheating has occurred on the following grounds:

- inadequate quotations/source references (suspected plagiarism and/or self-plagiarism)
- answers that are completely or partially similar, as revealed either by the plagiarism checker or by manual review (suspicion of unregulated collaboration)

In such cases, the lecturer must undertake an assessment of whether or not the source references are adequate and of whether or not the amount of text without source references or inadequate source references is extensive enough to warrant being reported for suspected cheating. The lecturer/examiner shall also insert notations in the relevant paper and the source. Any text suspected of plagiarism should be clearly marked.

If the lecturer/examiner suspects that cheating has occurred, the department/faculty at the Study Administration Office must be contacted and informed about the case. The following documents shall be attached to cases about cheating:

- brief note from the lecturer/examiner as a separate document explaining why cheating is suspected (*this document will constitute part of the basis for assessing the case and shall be sent as an attachment in an encrypted e-mail*)
- A report from the plagiarism checker (*the hit percentage alone will not be decisive. Any matches must be reviewed manually, as the report may lack hits and quotations/source references*)
- The candidate's answers with notations

- The notated source/sources from which the candidate has committed suspected plagiarism

The lecturer/examiner shall grade the answers in the usual way, and the candidate shall be awarded a grade. It is important that no deductions are made in the assessment on the basis of cheating. The case has not been decided at this stage, and cheating cannot be decided in advance. However, the examiner/lecturer may mark down work which is not adequately independent if such is the case.

2. Department/faculty at the Study Administration Office

- Reviews the documents submitted by the lecturer/examiner and ensures that all documents are attached to the case
- Attaches information about how information has been provided on the course about the use of sources/source references
- In cases of doubt or if there are any questions about the case, the Secretariat for the Appeals Committee can be contacted
- The student concerned may be called in for talks if required (to provide clarification). At this stage, the student is not entitled to reimbursement of any legal fees, but has the opportunity to be accompanied by a spokesperson. This shall be regarded as an identification/clarification meeting before the case is passed to the Appeals Committee.

The Secretariat for the Appeals Committee's presentation of the case is based on the documents provided by the department/faculty. It is therefore important that the case is well prepared before it is handed over to the Education Department. The notations must be clearly marked on the paper and the source, and the report must clearly state why cheating is suspected. Like other cases that are forwarded to the Appeals Committee, cheating cases are cases which fall under the respective faculties. After this stage the individual faculties are responsible for preparing a case, up until an assessment has been carried out to see if it shall be heard by the Appeals Committee.

3. The department/faculty forwards the case to the Secretariat at the Appeals Committee as follows:

- A covering letter signed by the Dean or the Dean's authorised representative, along with the documents relating to the case as described under Item 1 herewith. The case must be sent via P360 and not by e-mail.

4. The Secretariat of the Appeals Board assumes responsibility for processing the case

- Reviews the case and checks to ensure that the necessary documents have been attached
- Invites the student to attend talks at which the student can explain himself/herself. Asks questions by using "templates" containing a list of typical, relevant questions. Prepares minutes of the talks which are attached to the documents relating to the case.
- Undertakes an assessment of the case on the basis of previously processed cases before deciding whether or not the case should be pursued further. Engages in discussions with the department/faculty when doubts exist.
- If no further action is to be taken, the student shall be informed accordingly and the case shall be closed.

- If further action is to be taken, the student shall be given a letter (advance notice – notification of a case being opened) and asked to provide a written statement. The student will also be informed about his/her rights to have the help of a lawyer and about any consequences. This should be done in plenty of time (approx. 2 weeks) before the meeting with the Appeals Committee.
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- If a decision relating to the case results in annulment and/or exclusion, information will be forwarded to the FS for registration there and in RUST.
- If the student appeals against the Appeals Committee's decision, the case shall be re-heard by the Appeals Committee before possibly being forwarded to the Joint Appeals Committee.