

**Procedure for Investigating Academic Misconduct in a Formal Examination**

Policy  Procedure  Protocol  Guideline

**Office of the Nursing and Midwifery Services Director (ONMSD): Consortium of Centres of Nursing and Midwifery Education (CCNME)**

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## 1.0 Purpose

This procedure will provide all staff with clarity to investigate and manage breaches of academic integrity which can occur during formal examinations.

## 2.0 Procedure

### 2.1 Suspected academic misconduct during examination

- 2.1.1 If, after the examination has commenced, a learner is found in possession of any unauthorised material, the primary invigilator must discontinue that Learner's examination immediately and confiscate all materials considered to substantiate this decision.
- 2.1.2 Learner is informed of a breach of academic misconduct
- 2.1.3 The Learner must quietly leave the examination room
- 2.1.4 The event must be recorded by the primary invigilator in the relevant section of the Examination Attendance and Invigilation Record, and be brought to the attention of the Programme Coordinator immediately following the examination.
- 2.1.5 Learner will be informed that Examination Attendance and Invigilation Record report will be forwarded to the Director of Centre.
- 2.1.6 The Director of Centre having reviewed the primary invigilators report initiates Level 1: Procedure for the management of suspected breach of Academic Integrity (Informal Process).

## 3.0 Document Control

Document Title	<b>Procedure for Investigating Academic Misconduct in a Formal Examination</b>	
Author	Consortium of Centres of Nursing and Midwifery Education (CCNME)	
Version Control	Version	Date of Approval
	V.1.0	04/11/2022
Policy review		
Supporting documentation	<ul style="list-style-type: none"><li>• European Commission. (2019). <i>Academic Integrity – fighting plagiarism, academic misconduct and fraud in higher education</i> [online]. Available from: <a href="https://www.qqi.ie/sites/default/files/media/file-uploads/ACA.pdf">https://www.qqi.ie/sites/default/files/media/file-uploads/ACA.pdf</a> [accessed 23 January 2022].</li><li>• Hibernia College. (2019). <i>Academic Impropriety Investigation in Coursework Procedure</i> [online]. Available from: <a href="https://qualityframework.hiberniacollege.com/download.php?id=34&amp;version=1">https://qualityframework.hiberniacollege.com/download.php?id=34&amp;version=1</a> [accessed 20 June 2022].</li><li>• Regional Centre of Nursing and Midwifery Education. (2009). <i>Quality Assurance Policies and Procedures</i></li></ul>	

	RCNME. Tullamore: Regional Centre of Nursing and Midwifery Education.
Related Policy & Procedures	<ul style="list-style-type: none"> <li>• <a href="#">Policy on Assessment of Learners</a> [PDF, 8 Pages]</li> <li>• <a href="#">Policy on Reasonable Accommodation in Assessment</a> [PDF, 5 Pages]</li> <li>• <a href="#">Policy on Submission of Assessment</a> [PDF, 4 Pages]</li> <li>• <a href="#">Procedure on Submission of Assessment</a> [PDF, 5 Pages]</li> <li>• <a href="#">Procedure on Regulations for the Conduct of Written Examinations</a> [PDF, 8 Pages]</li> <li>• <a href="#">Procedure on Grading and Certification of Learner Assessment</a> [PDF, 8 Pages]</li> <li>• <a href="#">Procedure for Internal Verification as part of the Authentication Process (FET)</a> [PDF, 4 Pages]</li> <li>• <a href="#">Policy on External Authentication (FET)</a> [PDF, 6 Pages]</li> <li>• <a href="#">Policy on Promoting and Maintaining Academic Integrity</a> [PDF, 7 Pages]</li> <li>• <a href="#">Policy on External Examination (HET)</a> [PDF, 9 Pages]</li> <li>• <a href="#">Policy on Assessment Appeals</a> [PDF, 7 Pages]</li> <li>• <a href="#">Procedure on Review, Recheck and Appeal of Learner Assessment Decisions</a> [PDF, 6 Pages]</li> <li>• <a href="#">Policy on Supports for Learners</a> [PDF, 4 Pages]</li> <li>• <a href="#">Policy on Data Protection, Usage &amp; Management</a> [PDF, 7 Pages]</li> <li>• <a href="#">Learner Code of Conduct and Disciplinary Policy</a> [PDF, 5 Pages]</li> </ul>
Related resources	