

Misconduct procedure - Overview

Reporting

- Reported to Colleges by assessors, examiners, invigilators, remote proctoring services, candidates, examinations staff, patients or simulated patients, or examination venue staff.
- Misconduct discovered during or immediately after the examination by somebody at the centre, full report must be submitted immediately to the relevant College by the invigilator, Exam Manager, Head of Exams, or supervising examiner. Generally allowed to continue examination unless exception applies.
- Misconduct discovered by College, report to invigilator or supervising examiner from the centre where examination conducted.

Investigation

- Responsibility of invigilator or supervising examiner, acting on behalf of the college, to carry out an investigation. Reports should be provided by the investigator to the College within **10 working days**.
- Candidates must be sent report of misconduct within **5 working days**. Report sent by Head of Examinations of relevant College (or their nominated representative).
- Candidate asked to comment in writing on report within **15 working days**.
- Following **15 working days** or receipt of response (whatever is earliest), Head of Examinations to consider case and decide course of action. Candidate should be informed of decision within **15 working days** of the date the candidate responded or when the 15 days for the candidate to respond expired (whichever is earlier).

Sanction

- Penalty 1 or Penalty 2: HoE contact candidate, inform them of decision, share with ICBSE for recording decision.
- Penalty 3 to Penalty 5: ICBSE contacted so other HoE can be consulted on decision. Once decision made, follow same process as above.
- Head of Examination can convene a panel to consider matters on 'paper' or 'hearing' procedures.

PANEL PROCEDURES

- Candidate given **8 weeks'** notice of hearing.
- Copies of additional documents candidate wishes to be considered to be given at least **4 weeks** before the date of the hearing.
- Candidates will be informed of the decision of the panel within **10 working days** of the hearing.