



OTAGO MEDICAL SCHOOL
Te Kura Hauora o Ōtākou

Student academic misconduct in OMS-run assessments that inform progress decisions

1 June 2018

This policy addresses assessments run by OMS that inform progress decisions: the ELM in-course and end-of-year OSCEs and OSPEs, the ELM in-course SAQs, and the ALM end-of-year OSCEs. Instances of alleged student academic misconduct in the ALM5 end-of-year SAQ and MCQs are managed in accordance with University of Otago Examinations Office policy and procedures.

Under the Student Academic Misconduct Procedures (see below), academic misconduct, e.g. taking notes or cell phones into an assessment, or communicating details of an assessment with students yet to sit, must be treated as deliberate/serious misconduct, a Level Two or Three misdemeanour, and be dealt with by the University of Otago, who keep OMS and the Boards of Censors informed of outcomes.

Students entering the assessment area must be clearly advised of those materials they can and cannot take with them. Note that OMS have an approved variation of the 2017 Examination Rules that allows students to carry an analogue or digital, but not Smart watch, into OSCEs, but these must be surrendered on leaving the testing area and being sequestered.

Students should be advised that they can be asked to empty their pockets by assessment staff (i.e. by local Assessment Convenors, organisers, examiners, marshals, and examination support staff).

Where a student is suspected of academic misconduct, e.g. referring to cell phones/notes:

1. The staff member should confront the student quietly but firmly.
 - Remind them that they are not permitted notes in the examination area.
 - Request the student to hand over the notes/cell phone.
 - If the student demurs, be firm – advise them that whatever is in the notes or on the cell phone is less incriminating/embarrassing than refusing to hand it over immediately.
 - If the student asks when they will get their cell phone back, advise them that the University deals with these matters very promptly.
 - If they've written notes up their arms etc. these should be photographed with the student's consent. Should the student refuse to consent, this should be documented and signed by both staff member and student.
2. Once the student has surrendered the notes/cell phone, they should then proceed to complete their examination.
 - If they are upset, advise them to take a few deep breaths and put it behind them
 - They may not request to see a Convenor or an Examiner to discuss the matter (as per University Examination Rules and Regulations)
3. Students refusing to hand over their cell phones need to be kept under observation until the end of the assessment and/or they can be interviewed by the Health Sciences Associate Dean (Academic).
4. The staff member should immediately complete an incident form and report the incident to the local Assessment Convenor (and the MB ChB Assessment Manager, where available).
 - They will ring the Manager of Student Administration (email student.admin@otago.ac.nz ; phone +64 3 479 8281) and report the incident and confirm the process to be undertaken.
 - the Associate Dean (Academic) in Health Sciences, Associate Professor Lois Surgenor (lois.surgenor@otago.ac.nz ; +64 3 372 6733) should also be advised.

5. At the completion of the assessment run, detain the student and ask them to complete a statement – an incident form can be used for this, or a plain piece of paper.
 - The statement must have the student’s name, student ID, date, and time on it, and be signed.
6. Incident forms, student statements, and confiscated notes should then be scanned.
 - Scan all written notes on each side, as far as practicable.
 - Seal the cell phone in a plastic bag / envelope
7. The scans should be emailed to:
 - the Manager of Student Administration (student.admin@otago.ac.nz)
 - the Associate Dean (Academic) in Health Sciences, Associate Professor Lois Surgenor (lois.surgenor@otago.ac.nz)
 - the local Assessment Convenor
 - the Chair of the relevant Examination Sub-committee
 - the MB ChB Assessment Manager MBChB-Assessment@otago.ac.nz
8. The original incident forms and notes/cell phone should be handed to the local Assessment Convenor.

Approved by the MB ChB Assessment Sub-Committee (MASC) 18 May 2018

Student Academic Misconduct Procedures

<https://www.otago.ac.nz/administration/policies/key-policies-for-groups/otago116850.html>

Policy Content excerpt

1. General Principles

- (a) The University shall investigate alleged instances of academic misconduct in a manner which is fair, consistent and transparent.
- (b) The University defines three levels of academic misconduct:
 - Level One: A first instance of academic misconduct where a student’s actions may be regarded as unintentional or naïve and contributed to by a lack of understanding of acceptable academic practice.
 - Level Two: Academic misconduct where a student’s actions are perceived to be intentional and where the student could reasonably be expected to understand academic practice, or any repeat instance of academic misconduct.
 - Level Three: Academic misconduct in which actions are perceived as being intentional and of an extremely serious nature including instances of falsification or fabrication of data, impersonation and/or purchasing of assessment, and instances of persistent academic misconduct.
- (c) **Notwithstanding the definitions provided in clause 1(b), any academic misconduct which occurs in a final examination or thesis or dissertation and from which a student gains a demonstrable academic advantage, shall normally be considered Level Two or Level Three misconduct.**
- (d) Student actions which represent genuine but flawed attempts to demonstrate academic integrity will not normally be considered academic misconduct, but will instead be addressed through marking and feedback as part of standard assessment processes.
- (e) Consistent with the University’s Academic Integrity Policy, Level One misconduct will be primarily treated in an educative manner. Level Two and Three misconduct will result in disciplinary sanctions.