

Exceptional Procedure for Safety Net Assessments 2021 – Academic Integrity for assessments undertaken as part of the safety net scheme 2021.

Part 1 Introduction

- 1.1 The Exceptional procedure for Safety Net Assessments 2021 is part of The Academic Integrity Procedure and Policy as detailed in Handbook F, Section 6 of the Quality Standards Manual (the Procedures).
- 1.2 All sections and regulations and the Procedures remain accurate unless amended in this appendix.
- 1.3 All definitions of academic misconduct and unacceptable conduct remain true.
- 1.4 The Exceptional Procedure for Safety Net Assessments is only valid for assessments undertaken as part of the safety net scheme in the academic year 2020/2021.

Part 2 allegations of unacceptable practice

Where a student submits work that breaches the Academic Integrity Policy by way of Unacceptable practice the following changes will occur.

- 2.1 The Department will record and present the allegation to the student via email.
- 2.2 If the student accepts the allegation the assessment will be voided. The original mark will be awarded. No further action will be taken concluding the process.
- 2.3 If the student refutes the allegation the work will be referred to the subgroup of the Academic Integrity Review Panel for independent consideration by use of the AI-Safety Net Assessment Form. The email sent as per 2.1 will replace the AI-1 form and notification process.
 - 2.3.1 The student will be permitted to submit a written response within 72 hours to be considered alongside the case file.
- 2.4 The outcomes available to the subgroup are the following:
 - 2.4.1 The allegation is found not proven and the full mark is awarded.
 - 2.4.2 The allegation is found proven. The assessment will be voided.

Part 3 allegations of academic misconduct

Where a student submits work that breaches the Academic Integrity Policy by way of Academic Misconduct (excluding Commissioning or Ethical misconduct) the following changes will occur

- 3.1 The Department will record and present the allegation to the student via email (replacing the AI-1 form)
- 3.2 If the student accepts the allegation the assessment and all other assessments undertaken in the Safety Net Scheme will be voided. The original mark that was obtained will be awarded. No further action will be taken. The Department will record the outcome on the AI Safety Net Form
- 3.3 If the student refutes the allegation the work will be referred to the subgroup of the Academic Integrity Review Panel for independent consideration.
 - 3.3.1 The student will be permitted to submit a written response within 72 hours to be considered alongside the case file.
- 3.4 The outcomes available to the subgroup are the following;
 - 3.4.1 The allegation is found not proven and the full mark is awarded.
 - 3.4.2 The allegation is found proven. The assessment will be voided. All other assessment submitted under the safety net scheme will be voided, thus no improvement grades can be obtained.

Part 4 allegations of Commissioning and Ethical misconduct

- 4.1 Where the allegations are of commissioning or Ethical Misconduct or an allegation that severely threatens academic standards or the academic reputation of the University the full academic integrity procedures will be followed.
- 4.2 The Department will complete an AI1 and AI2 form NOT the AI Safety Net form.
- 4.3 Where the Academic Integrity Review Panel considers a case of commissioning or ethical misconduct and finds the allegation to be of a different type, the relevant penalties will apply as per this appendix (2.4 and 3.4)

Part 5 Subgroup

- 5.1. A subgroup will meet to consider cases where the student has refuted the allegation.
- 5.2 The subgroup will consist of the persons detailed in 14.2 of the Procedures.
- 5.3 The subgroup will review the case file and satisfy itself that:

- 5.4 Sufficient evidence has been presented which demonstrates that the student has breached the Academic integrity Policy by means of unacceptable practice or misconduct, excluding but not limited to, commissioning and ethical misconduct.
- 5.5 Where the subgroup satisfies itself that 5.4 has been met it will void the assessment(s) and notify Registry Services.
- 5.6 Where the subgroup cannot satisfy itself that 5.4 has been met, the department will be notified the student is entitled to receive their mark.

Part 6 Appeals

- 6.1. Students are able to appeal the decision as per the grounds in section 24 of the Procedures.

Part 7 Process, Outcomes and Administration

- 7.1 The department will present the initial allegation by email and complete the record using the AI Safety Net form.
- 7.2 The student should be provided with a copy for their records once completed.
- 7.3 The department should provide academicintegrity@chester.ac.uk with a copy of the AI safety net form.
- 7.4 The department will record all voided mark as 0 on eVision unless the student refutes the allegation.
- 7.5 Where the student refutes the allegation, the department should record the mark as "OAM" until an outcome has been communicated from AQS.
- 7.6 Where the allegation is one of academic misconduct as per Part 3, the department should enter a mark of 0, and enter 0 on all other Safety Net Assessments on eVision, sending the AI Safety Net form to AQS. AQS will inform Registry Services of the outcome.
- 7.8 Where the allegation is of Commissioning or relevant to Part 4, the department should complete the AI1 and AI-2 forms as per the Procedures and then send all documents to AQS, entering OAM on eVision.