

1. Academic Misconduct team (AM) ensure that the evidence file is prepared. The standard forms and letters are completed and sent.
2. Academic Misconduct invite the student to submit a statement for consideration (but the student

Appendix 1: Delegated exams checklist to consider a case of exam misconduct for an exam taken on campus

Consideration	Confirm y/n	Comment	Complete
Academic Misconduct to confirm if case can be delegated (i.e. student not previously considered by Panel)			
Is the Invigilator Report complete? (events set out; communication/announcement made; student informed of misconduct)			
Has the student signed the declaration re unauthorised materials?			
Do the events stated in the student statement broadly correlate with the Invigilator Report?			

Appendix 2: Delegated exams checklist to consider a case of exam misconduct for an exam taken remotely

Consideration	Confirm y/n	Comment	Complete
Academic Misconduct to confirm if student not previously considered by Panel			
Does the Cover Sheet state that a discussion was held between the student and the School?			
Does the Cover Sheet state that the student accepted misconduct occurred during the School discussion?			
Does the exam rubric state own words, no sharing, no AM?			
Is the case conclusive?			
Y: report case outcomes to Chair, write report and send to AM for student and PAB.			
N: Refer to Chair. Can Chair confirm outcome?			
Y: write report and send to Am for student and PAB			
N: Refer to Panel.			