

SUSPECTED ACADEMIC DISHONESTY NOTICE

NOTICE TO STUDENT

An examination supervisor has raised concern that you may have breached *Academic Honesty and Assessment Obligations for Coursework Students Policy* (see selected extracts over page). A report will be forwarded to the relevant Course Coordinator and Head of School. The supervisor will not discuss the incident with you further, for the remainder of the exam, but you may wish to get further information from the Chief Supervisor *at the conclusion* of the session. In the meantime, you may continue with your exam, but any unauthorised items will be confiscated.

Relevant policies and guidelines are available on the University website - <http://www.adelaide.edu.au/policies/>

- *Academic Honesty and Assessment Obligations for Coursework Students Policy* (including Academic Dishonesty Procedures <http://www.adelaide.edu.au/policies/230/>)
- *Examinations Policy* (including the Code of Conduct for Examinations) <http://www.adelaide.edu.au/policies/465/>

EXAMINATIONS OFFICE
May 2011

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SENIOR SUPERVISOR TO COMPLETE

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|--------------------------|--|
| STUDENT NO: | CODE BREACH eg. 4.5.1 (h): (refer overleaf for selected extracts) |
| STUDENT NAME: | |
| COURSE ID: | SUBJECT & CAT: |
| EXAM PAPER TITLE: | |
| SUPERVISOR: | DATE & TIME ISSUED: |

**Give this original form to the student.
A copy of this side to be attached to the Incident Report
and submitted to the Exams Office ASAP.**

Selected Extracts from the *Academic Honesty and Assessment Obligations for Coursework Students Policy*

2.2 Examples of academic dishonesty in examinations

For examinations, examples of academic dishonesty include, but are not limited to, the following (and include *attempting* to do any of the following):

- i. Cheating in any form
- ii. Doing anything to gain an unfair or illicit academic advantage in an examination
- ii. Sitting any examination on behalf of another student
- iv. Permitting another person to sit an examination on your behalf
- v. Reading, copying from or otherwise using another student's work in an examination
- vi. Knowingly allowing another student to read, copy from or otherwise use your work in an examination
- vii. Possessing, referring to, or having access to any material or device containing information directly or indirectly related to the subject matter under examination, other than that explicitly approved by the Course Coordinator; or bringing to the examination any materials in breach of clause 4.3.c.
- viii. Communicating in any way with any other student or person inside or outside the examination venue, other than an examination supervisor
- ix. Assisting any other student in an examination, either directly or indirectly
- x. Accepting assistance from any person other than an examination supervisor, either directly or indirectly
- xi. Acting in breach of clause 4.3.d.

2.3.1 All allegations of academic dishonesty will be dealt with (and penalised where substantiated) in accordance with the Academic Dishonesty Procedures.

4.3.d. Materials not to be removed

You must not remove from the examination venue any materials issued for use in the examination, or any copies of such materials. All such materials remain the property of the University, whether the materials were actually used or not. This includes scripts, answer books, question papers, and drawing and scribble paper.

4.3.e. Compliance

- i. An announcement is made at the beginning of each examination about unauthorised materials. Provided you do so immediately, you may surrender such materials without penalty.
- ii. Examination supervisors have authority to check for unauthorised materials, and you must comply with any request to present materials for inspection.
- iii. If you bring unauthorised material into the examination:
 - the examination supervisor may confiscate the material; and
 - the examination supervisor may report you for a breach of this policy.