



ISVPS Examinations Academic Misconduct Policy and Process

This policy is to be referred to in conjunction with the ISVPS Examination and Assessment Regulations which can be downloaded from MyImprove Hub.

1. Purpose of this policy

Our aim is to promote academic integrity, which is the commitment to act honestly during academic studies, maintain professional conduct, take responsibility for one's own work, and respect the rights of others' work. The academic community relies on academic integrity to ensure that work is ethical, trustworthy, and professionally produced.

Academic Integrity with respect to examinations involves candidates taking responsibility for their own work, avoiding actions that lead to unfair advantage, and maintain appropriate standards of conduct. Anyone who does not act with academic integrity in their examination is considered to have committed academic misconduct.

Actions that fail to meet academic integrity requirements are considered academic misconduct and can result in penalties.

The purpose of this document is to provide clear guidance for ISVPS candidates as to how a case of academic misconduct will be processed by ISVPS.

2. Academic Misconduct and Penalties

ISVPS online examinations are remotely invigilated using the external AI-powered Surpass platform. This contains sensitive software for detecting unusual behaviour on the video recordings. These are then reviewed by human Surpass invigilators. Any potential cases of misconduct are then presented to ISVPS for review. ISVPS follow an internal process looking in detail at all examination videos which have been presented for review. The final decision to contact a candidate regarding misconduct is made by the ISVPS Academic and Exam Delivery managers. All cases and materials are handled confidentially.

The types of behaviour, which are associated with misconduct include, but are not limited to:

- Using AI-generated answers and presenting them as one's own work
- Cheating, including contract cheating and use of unauthorised assistance
- Attempting to deceive or bypass monitoring or detection systems
- Infringing examination regulations, such as using unauthorised materials or communication
- Collusion, or working with others when not permitted
- Plagiarism, including copying from others or using uncredited sources
- Falsifying information or documentation related to the examination process

The severity of academic misconduct can vary. Penalties are more severe for more severe forms of misconduct. There are three categories of formal misconduct.

- Minor academic misconduct
- Major academic misconduct
- Gross academic misconduct

Each category is defined below.

2.1 Minor misconduct: may include but not limited to:

- Breach of the rules mentioned or contained in the ISVPS Examination and Assessment Regulations or ISVPS Terms and Conditions (both available within MyImprove Hub)
- No indication that the candidate intended to gain an unfair advantage
- No prior record of the candidate having committed any category of academic misconduct

2.2 Major Misconduct: may include but not limited to:

- Breach of the rules mentioned or contained in the ISVPS Examination and Assessment Regulations or ISVPS Terms and Conditions
- No reasonable reason to suppose that the candidate did not understand the ISVPS Examination and Assessment Regulations or ISVPS Terms and Conditions
- There is a reasonable indication that the candidate sought to gain an unfair advantage
- Being in possession of unauthorised items/materials during an examination
- There is a record of the student having previously committed minor academic misconduct.

2.3 Gross Academic Misconduct: may include but not limited to:

- There is a clear indication that the candidate sought to gain an unfair advantage
- There is a prior record of the candidate having previously committed major academic misconduct
- Being in possession of unauthorised items/materials during an examination
- Impersonation, where another individual takes the place of the candidate in the exam
- Breach of the rules mentioned or contained in the ISVPS Examination and Assessment Regulations or ISVPS Terms and Conditions

The table below indicates how each type of misconduct is investigated and where the candidate may appeal

Table 1

Category of Misconduct	ISVPS staff leading investigation and sanction	Candidate can appeal to
Minor Academic Misconduct	Examination Manager	ISVPS Academic Manager (within 14 working days of being informed of outcome)
Major Academic Misconduct	Examination Manager in consultation with ISVPS Academic Manager	ISVPS Chair Academic Board (within 14 working days of being informed of outcome)
Gross Academic Misconduct	Examination Manager, ISVPS Academic Manager and ISVPS Academic Misconduct Panel	ISVPS Director (within 14 working days of being informed of outcome)

3. Academic Misconduct Penalties

The following table outlines the penalties usually associated with each misconduct category

Type of misconduct	Penalty
Minor academic misconduct	Written warning by ISVPS Academic Team Note to MyImprove candidate area. Requirement to read ISVPS Examination and Assessment regulations and complete and pass online test.
Major academic misconduct	Zero marks for examination, attempt lost, with opportunity to be reassessed (if attempt still available to candidate). Resit fee to be paid for by the candidate at next attempt. Written warning and note to MyImprove candidate area. Requirement to read ISVPS Examination and Assessment regulations and complete and pass online test.
Gross academic misconduct	Zero marks for the examination with no reassessment permitted And/or Exclusion from future ISVPS examinations/assessments Record on MyImprove Hub.

4. Retrospective Consideration of Academic Misconduct

If evidence of academic misconduct is found after ISVPS certificates have been awarded, the ISVPS Academic Misconduct Panel will review the evidence and provide a written recommendation and report if the allegations are confirmed. Penalties may be applied retroactively which may include revoking previously awarded certificates.

5. Academic Misconduct: Investigation Steps

5.1 Minor academic misconduct

If the Examination Manager concludes that a candidate has committed minor academic misconduct, they should write to the candidate advising them of the violation while directing them to a source of guidance (requirement to read ISVPS Examination and Assessment regulations and complete and pass online test.)

The note of the occurrence of minor academic misconduct will be recorded on MyImprove Hub.

5.2 Major academic misconduct

To assess cases of possible major academic misconduct, the Examination Manager should complete the following steps before referring any suspected cases of major academic misconduct to the ISVPS Academic Manager:

- Confirm if the candidate has previously contravened the academic misconduct expectations of ISVPS.

If this has been confirmed, or if there is evidence of major academic misconduct with respect to

Breach of the rules mentioned or contained in the ISVPS Examination and Assessment Regulations or ISVPS Terms and Conditions, then the Examination Manager should collate the following information for the ISVPS Academic Manager:

- i. A short report explaining why major academic misconduct is suspected
- ii. A link to the video recording with a report outlining where violations have occurred

Upon receipt the ISVPS Academic Manager will:

- Arrange a discussion with the candidate
- Set out the reasons why there is suspicion of major academic misconduct
- Offer the candidate the opportunity to refute the claims

Candidates must respond promptly to any requests. Dates by which information is needed will be specified.

The ISVPS Academic Manager and the Examination Manager will assess the information and confirm whether major academic misconduct has occurred. If there is an agreed outcome the relevant penalty will be applied.

If they do not agree then the ISVPS Director will be asked to make a judgement.

The ISVPS Academic Manager will write to the candidate advising them of the outcome while directing them to a source of guidance (requirement to read ISVPS Examination and Assessment regulations and complete and pass online test.)

The note of the occurrence of major academic misconduct will be recorded on MyImprove Hub.

5.3 Gross academic misconduct

Where candidate conduct in an examination is suspected to show gross academic misconduct, the Examination Manager should refer cases to the ISVPS Academic Manager. The referral must include a report indicating:

- A short report explaining why gross academic misconduct is suspected
- A link to the video recording with a report outlining where violations have occurred

The ISVPS Academic Manager will take the following steps:

1. Invite the candidate to meet with them, outlining the nature of the suspicion, the possible penalties and the arrangements the Academic Misconduct Panel will take to consider the case.
2. The ISVPS Academic Manager will share the Examination Manager's report with the candidate at the meeting.
3. The candidate will be invited to write to the ISVPS Academic Manager, indicating whether they accept or refute the suspicion of gross academic misconduct and whether they would like to present their case in person, in the first instance, to the ISVPS Academic Manager.
4. Having spoken with the candidate, if the ISVPS Academic Manager is satisfied there is evidence of gross academic misconduct, they will request that the Chair of the Academic Misconduct Panel convene a meeting of the Academic Misconduct Panel normally within ten working days of the

initial meeting between them and the candidate.

5. If they are not satisfied that there is evidence of gross academic misconduct, then they will propose that the examinations manager treats the submission as a less severe category or reject the submission.

5.4 Academic Misconduct Panel Procedures

1. An Academic Misconduct Panel will be convened when a candidate is suspected of gross academic misconduct once the procedures outlined have been completed.
2. The Academic Misconduct Panel comprises at least three members; ISVPS Chair Academic Board and 2 other members of ISVPS Academic Board.
3. The candidate is permitted to be accompanied by a current ISVPS enrolled candidate who may offer advice however, they have no right to question any member of the panel, but they may be permitted to make a statement to the panel if invited to do so.
4. The Academic Misconduct Panel shall conduct its business in an open and constructive manner and normally in accordance with the procedures outlined herein. However, the Chair, in consultation with other members of the Panel, may change the procedures to take account of circumstances. This may include inviting the ISVPS Academic Manager or other ISVPS staff members to the meeting to clarify aspects, deferring decisions pending resolution of conflicting evidence, or undertaking the proceedings by correspondence if the candidate elects not to attend.
5. Documentation summarizing the candidate's position will be circulated to all attendees (including the candidate) at least 7 calendar days in advance of the meeting.
6. The candidate will be given the opportunity to refute suspicions and evidence and will be given the opportunity to ask questions.
7. The candidate will receive written confirmation of the outcome of the meeting and the decision normally within 5 working days of the meeting.
8. The candidate has the right to appeal against the decision of the Academic Misconduct Panel. An appeal must be received by ISVPS Academic Director (contact available via english@isvps.org) within 14 days of the decision to the candidate.

5.5 Appeals

Appeals can only be raised if

- i) There was a material error that affected the decision of the approved decision-making body
- ii) There is evidence of bias or a reasonable perception of bias, or
- iii) If there are mitigating circumstances.

Examples might include:

- The assessment was not conducted in accordance with the regulations
- ISVPS Misconduct Panel failed to follow its own procedures
- There is evidence of blackmail or extortion