

1. Document Details

Title:	Supplement to the Procedure for Formal Inquiry by Assessment Infringements Board
Editor(s):	Assessment Infringements Board
This Version Number:	1.0
Status:	Approved
Effective Date:	6 May 2020
Review Date:	January 2021
Governing Policy:	Policy Governing Academic Honesty, Plagiarism and Infringements Relating to Examinations and Assessments

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

2. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?

3. Relevant/Related Existing Internal Documents

CIT	November 1 st 2018	<u>Procedure for Formal Inquiry by Assessment Infringements Board</u>
CIT	September 2013	<u>Policy Governing Academic Honesty, Plagiarism and Infringements Relating to Examinations and Assessments (including Supplements due to COVID-19)</u>
Registrar & VP for Academic Affairs	March 2020 (or date of latest update)	<i>CIT Continuity Plan for Teaching, Learning & Assessment Version 1.0</i> (or latest version of arrangements for teaching, learning & assessment due to COVID-19)

4. Relevant/Related Existing External Documents

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5. Consultation History

This document has been prepared in consultation with the following bodies/functions:

Barry Coughlan, CIT Legal Officer; Office of the Registrar & Vice-President for Academic Affairs
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6. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
Academic Council Executive Committee	6 May 2020	Approved by the AC Executive under delegated authority from Council to take emergency decisions relating to COVID-19 arrangements.
Governing Body	n/a	

7. Purpose

This *Supplement to the Procedure for Formal Inquiry by Assessment Infringements Board* sets out supplementary provisions regarding the formal process for conducting an inquiry into accusations of plagiarism or infringements relating to examinations and assessments.

These supplementary provisions apply during the lifespan of the Institute's *Continuity Plan for Teaching, Learning & Assessment* or any subsequent revised arrangements for teaching, learning and assessment as operated in response to the COVID-19 crisis.

8. Scope

The supplementary provisions apply to the handling of accusations of plagiarism or infringements relating to examinations and assessments in all programmes of study leading to a CIT award. This includes both taught and research programmes. The provisions also apply to joint award programmes and programmes delivered by other institutions as may be authorised by Cork Institute of Technology.

The parent procedure for this document is the CIT *Procedure for Formal Inquiry by Assessment Infringements Board* (Nov. 2018). The provisions of the parent procedure continue to apply in full except where specifically and explicitly varied or further detailed by this supplement.

9. Definitions

Not applicable

10. Supporting Documents

CIT *Procedure for Formal Inquiry by Assessment Infringements Board* (November 2018)

11. Supplementary Policy Provisions

The following provisions supplement the *Procedure for Formal Inquiry by Assessment Infringements Board* and need to be read in conjunction with this.

Supplementary Provisions Relating to Section 12.5 Assessment Infringements Board Hearing

During the lifespan of the *Continuity Plan for Teaching, Learning & Assessment* or any subsequent revised Institute arrangements for assessment in response to the COVID-19 crisis, hearings of the Assessment Infringements Board will normally be conducted remotely using video/online methods. The following provisions apply to remote hearings of the Board.

1. Arrangements for Conducting a Remote Assessment Infringements Board Hearing using Video/Online Arrangements

- a. Students will normally be invited to take part in the video/online Assessment Infringements Board Hearing via their CIT email address.
- b. The remote nature of the hearing and the use of a video/online platform are not permissible grounds for an appeal of the Board's decision.
- c. At the beginning of a Board hearing the student must visually identify themselves to the Board by showing their CIT student ID card.
- d. No recordings of the Board hearing must take place by any party; evidence based on recordings of the Assessment Infringements Board hearing will not be permissible in any appeal process.
- e. As per the standard procedure, the student may be accompanied by up to two supporters/observers for the entire duration of the Assessment Infringements Board hearing. These individuals may be in the room with the student, or they may join in via a separate video link. The supporters/observers must be introduced at the start of the meeting and must respect the confidentiality of the process.
- f. The student must provide the relevant contact details (name, address, phone number and email address) of their supporters/observers to the Registrar's Office not less than one working day in advance of the date of the hearing, to ensure that supporters/observers can be invited to the Board hearing by the Registrar's Office and can also be contacted in the event of technical issues during the hearing.
- g. The Assessment Infringements Board should be scheduled at a time that is reasonable to the time zone in which the student and Board members are located.

2. Modalities for the Remote Assessment Infringements Board Hearing

- a. The Board hearing will normally be conducted using Microsoft Teams.
- b. The technology must support audio and screen sharing connections, and must be in a fit state to support adequate participation in the hearing.

- c. Students and their supporters/observers must join the Board hearing using both video and audio. However, at the discretion of the Chair of the Board hearing, video does not need to be maintained by all parties throughout.
- d. If there is a failure in the connection/technology or issue with the quality of the connection, the hearing will be paused as attempts are made to re-establish the connection or address the quality issue, as the case may be. Any decision to pause the hearing to this end will be taken by the Chair and noted. If it is not possible to re-establish the connection or address the issue after 10 minutes, the Board will proceed as set out in Section 3 below.

3. Adjournment of an Assessment Infringements Board Hearing

- a. If the Board decides to adjourn the hearing due to ongoing technical difficulties, the student will be contacted by the Registrar's Office via their CIT email address, normally within two working days, with a view to arranging a date and time to complete the hearing.
- b. If the student does not respond to the communication regarding the new hearing date within five working days of the correspondence being issued, the Board may proceed to make its decision in the student's absence based on the evidence before it.

4. Private Board Discussion

- a. In order that the Board in session can discuss the student's case in a confidential manner, the student and her/his supporters/observers must leave the video/conference call once the student's participation is no longer required. The Chair of the Board hearing must confirm that this has happened.
- b. It is required that the Board in session launches a separate video/conference call meeting for the private discussion rather than continuing in the one in which the Board hearing has taken place. This is to ensure the confidentiality of the private board discussion.

5. Responsibilities of the Chair of the Board Hearing

- a. Preside over the Board hearing proceedings in order to ensure consistency between different hearings and particularly to ensure consistency in the conduct of hearings conducted using video/online format as compared to those conducted under normal circumstances.
- b. Ensure that any Board deliberations are based solely on the evidence provided and do not reflect issues related to the video/online format of the Board hearing.
- c. Confirm that all parties are comfortable with the arrangements and that the student and all parties can hear each other clearly.
- d. Actively monitor the quality of the connection, and in the case of occasional breakdowns/pauses in either the video or the audio link, ensure that any discussion is repeated and that no misunderstanding has occurred.
- e. Make any decisions about whether the hearing needs to be paused for any reason concerning the connection/technology.

- f. In the event the board hearing is paused or adjourned, inform all relevant parties (as a minimum, the student, the Board members, and the Registrar's Office) of this decision as soon as reasonably practical.

In addition, the Chair should:

- g. With support from the Registrar's Office, verify the student's identity.
- h. Remind the student, any supporters/observers and other Board members that recording of the Board hearing is not permissible.
- i. Remind the student that the format of the Board hearing cannot be used as grounds for appeal.
- j. Seek assurances that all parties are in a suitable location and will not be disturbed during the hearing.
- k. Put all parties at ease, particularly in light of the nature of the situation and the format of the Board hearing.
- l. Liaise with the Registrar's Office in relation to any adjournment.

12. Responsible Officer(s)

The responsible officer is the Registrar & Vice-President for Academic Affairs.