



**BCS, The Chartered Institute for IT**

**HEQ Breaches Policy**

**August 2021**

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## 1. Introduction

Candidates are expected to abide by the BCS Examination Regulations. Details of the Breaches Policy and the Regulations should be made available to candidates by the Centre. BCS will act against any candidate proven to have breached examination regulations. Breaches of Regulations are dealt with by the Professional Examinations Board (PEB).

## 2. Terminology

Assessment in HEQ modules (by means of written examination or project submission) is available in two sessions per year, approximately six months apart. Some modules are assessed in both sessions and some in only one session per year. Each time that assessment in a module is available it is known as a sitting of that module.

Failure in all modules in the session. Excluded from up to four sessions. \*

## 3. Appeals Process and Future Actions

BCS' appeals process and procedure documents set out the restrictions that will apply to a candidate registering to retake an examination, or re-submit a Professional Project, where there is a Breach of Regulations issue to be resolved.

Breach of Regulations issues will be dealt with through the appeals process (within the Results Guidelines available on the BCS Website).

In cases where PEB does not consider it is empowered to deal with the breach, i.e. where there is also considered to be a wider breach of the BCS Code of Conduct, the Board will refer the allegation to the BCS Registrar to process in accordance with BCS Disciplinary Regulations.

Where a case is referred, candidates will not be permitted to re-sit the examination(s) or project where they have been charged with breaching any regulations until the matter has been resolved.

## 4. Document Review

This policy will be reviewed, as a minimum, on an annual basis in line with departmental quality standards and regulatory criteria.

Type of Offence	Will receive a warning if	The Exam/Test will be voided if
Calculators, dictionaries (when prohibited)	not used	used
Bringing prohibited materials into the exam	not used	notes/annotations have been used deliberately to gain an advantage
Mobile phone or other similar electronic devices (including iPod, MP3/4 player, Smartphone Smartwatch)	not in the learner's possession but makes a noise in the examination room	it is in the learner's possession and there is evidence of it being used by the learner or if it is a second offence (for another module / test)
A breach of the instructions or advice of an invigilator in relation to the examination rules and regulation	it is a minor non-compliance; e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance; e.g. refusing to move to designated seat; significant amount of writing after being told to stop
Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	they removed the script or test paper from the exam room, but with proof that the script has not been impaired; integrity has not been impaired (learner unaware of regulations)	they removed the script or test paper from exam room but with no proof that the integrity of the paper is maintained; taking home material (learner did it deliberately)
Disruptive behaviour in the examination room or assessment session (including the use of offensive language)	it is a minor disruption lasting short time; calling out, causing noise, turning around	it is a repeated or prolonged disruption; unacceptably rude remarks; being removed from the room; taking another's possessions. warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property
Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to):	it is an isolated incident of talking before start of exam or after papers have been collected	they are talking about exam related matters during the exam; whispering answers to questions. passing exam related notes to other learners; helping one another; swapping scripts
Collusion: candidate's work reflects extensive similarities and identical passages due to a deliberate attempt to share work		learners' work reflects extensive similarities and identical passages, due to a deliberate attempt to share work
Plagiarism: unacknowledged copying from or reproduction of published sources (including the internet); incomplete referencing	Minor amount of plagiarism / poor referencing in one or two places	plagiarism from published work not listed in the bibliography or plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography
The alteration or falsification of any results document, including certificates		falsification or forgery
Misuse of, or attempted misuse of, examination material and resources		misuse of examination material or exam related information, including: attempting to gain or gaining prior knowledge of examination information; improper disclosure (including electronic means); receipt of examination information or removal of secure information from the examination room
Personation		deliberate use of wrong name or number; impersonating another individual; arranging to be impersonated
Behaving in a way as to undermine the integrity of the examination/assessment		for example, attempting to obtain certificates fraudulently; attempted bribery; attempting to obtain or supply exam materials fraudulently
Multiple breaches during the same examination / test session		learner has been repeatedly warned and failed to comply

**NB: Any failure or exclusion will appear on all subsequent transcripts against the relevant module(s) as 'disqualified.**

*\* PEB will determine the number of sessions for which the candidate is to be excluded.*



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