BCS, The Chartered Institute for IT

Breaches Policy (HEQ)

April 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 are available to candidates. 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.

3. Breaches and Sanctions

The sanctions available to PEB include the following, singly or in combination:

<table>
<thead>
<tr>
<th>Nature of Breach:</th>
<th>First Offence:</th>
<th>Second (or Subsequent) Offence:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate is in possession of recordable mobile/electronic device which is switched OFF.</td>
<td>Written warning by email to candidate detailing the examination regulations</td>
<td>Failure in the module. Excluded from next available module sitting.</td>
</tr>
<tr>
<td>Candidate is in possession of recordable mobile/electronic device which is switched ON.</td>
<td>Failure in the module. Excluded from next available module sitting.</td>
<td>Failure in the module. Excluded for up to two sessions. *</td>
</tr>
<tr>
<td>Notes found on person or on desk.</td>
<td>Failure in the module. Exclusion from next available module sitting.</td>
<td>Failure in the module. Exclusion from next available module sitting.</td>
</tr>
<tr>
<td>Talking to another candidate.</td>
<td>Written warning in email to candidate detailing the examination regulations</td>
<td>Failure in the module. Excluded from next available module.</td>
</tr>
<tr>
<td>Plagiarism from reference material or from another candidate.</td>
<td>Failure in the module. Excluded from next available module sitting.</td>
<td>Failure in the module. Excluded for up to two sessions. *</td>
</tr>
<tr>
<td>Multiple breaches during the same examination sessions.</td>
<td>Failure in all modules in the session. Excluded from next two sessions.</td>
<td>Failure in all modules in the session. Excluded from up to four sessions. *</td>
</tr>
</tbody>
</table>

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.
4. **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.

5. **Document Review**

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