

ASSESSMENT, PROGRESSION AND AWARDING: TAUGHT PROGRAMMES HANDBOOK**Chapter 12 – Academic conduct and practice****Appendix B****Process for Considering Cases of Suspected Academic Misconduct Within Formative Work**

1. The University recognises the benefits of formative work, to the development of students, and therefore takes any allegation of academic misconduct within formative work seriously. However, the University recognises that by its nature formative work is not credit bearing, but is an opportunity to receive valuable feedback prior to a summative attempt at a task.
2. Should a marker when marking formative work suspect a student of committing any of the offences listed within section 12.3, then they should alert the Department Academic Conduct Officer.
3. The Academic Conduct Officer should consider the suspicions raised and apply their academic judgement, as in section 12.16. However, as the formative work does not carry a mark and the access to feedback is paramount in order for formative assignments to inform subsequent summative work, cases where potential academic offences are found within formative work should be seen at an academic honesty workshop only. The Academic Conduct Officer should refer the Student to an Academic Honesty workshop, so that the Student can benefit from learning how to improve their practice, so that this will not be an issue in future summative assessments. The exception to this rule is where a Student is suspected of an academic offence in formative work having already been referred previously for offences in summative submissions. In which case, the Academic Conduct Officer should proceed to meet the Student under section 12.18.
4. Offences committed within formative work should always be considered poor academic practice and should be treated as an opportunity for the student to learn. However, a record of any offences committed in formative work should be made, with the understanding that if these reoccur within summative work, then these will not be treated

as offences of poor academic practice, as the Student has been provided a chance to correct their practice previously.