Misconduct: Cheating Guide

What if I’m accused?

If an invigilator suspects that you’ve breached the exam regulations or have been cheating, they’ll report you to the College. You’ll usually be informed at the time of your exam.

Following this you’ll receive a letter from the College detailing the allegation and outlining what will happen next.

In the majority of cases you will be invited to attend an Examinations Misconduct Committee. This is an opportunity for you to have your say and explain what has happened. The committee will be considering information and evidence provided by you and any other relevant parties. They will then make a decision as to whether the charge against you is upheld, and apply penalties if appropriate.

Who can help me?

If you’re accused of misconduct, it’s really important that you seek advice and support from the Advice Service. Visit kclsu.org/advice to get in touch with us.

Our friendly caseworkers will ensure you understand the procedure and what to expect from your committee. We can:

- Assist you in putting together a written statement by advising on what to include and checking drafts before you submit
- Advise on what supporting documentation to provide
- Spend time with you before your committee to ensure you’re well prepared and able to answer questions you may be asked
- Accompany you to your committee. You’re encouraged to present your own case to the committee, but your caseworker can keep you on track, offer clarification on aspects of the procedure, and provide you with moral support throughout the hearing
- Discuss your outcome and explain any consequences. If you wish to appeal the outcome then we can also assist you with this.

What are the outcomes?

It’s really difficult to advise students what outcome they might receive as every case is very different. Penalties available to the committee include:

- an admonishment;
- assignment of the minimum pass mark to your work;
• cancellation of the results for your work and a mark of zero returned;
• cancellation of the results, a mark of zero returned and marks resulting from a re-sit capped at the
condoned fail level;
• cancellation of the results, a mark of zero returned and the right to re-sit withdrawn, but the chance to
have one attempt at an alternative module permitted;
• your right to re-sit withdrawn;
• your results for any/all of examinations in a year not to be considered for up to one calendar year;
• your right to an exit award withdrawn;
• recommendation that your award be revoked;
• expulsion from the College.

Contact us

Get in touch with us if you want to talk through the information in this guide. Email the Advice team directly on 
advice@kclsu.org or call 020 7848 1588 to speak to the Student Centre, who will pass on your call to us. You can
also make an appointment to see us at kclsu.org/advice.