Potential case identified by marker, examiner or Moderation Board, including through Turnitin Similarity Report

Academic Review Panel (ARP) reviews to determine if there may be a case to answer

ARP concludes there is no case to answer. Assessment process proceeds, with marker feedback reviewed and amended as necessary.

May be case to answer – student notified and asked to respond (Notification letter)

ARP reviews case with student response

ARP concludes there is no case to answer. Student notified (Outcome Letter A). Outcome noted on student record system. Assessment process proceeds, with marker feedback reviewed and amended as necessary.

ARP recommends outcome of poor academic practice, with student to be advised that in a future confirmed case of academic misconduct, current case would also be treated as academic misconduct (Outcome B).

ARP recommends outcome of academic misconduct, with penalty as per ‘Plagiarism Reference Tariff’ (see ‘Promoting Best Academic Practice Policy’) (Outcome C). In severe cases, recommended outcome may also include any of:
- Notification to funding sponsor
- Flag in reference letter
- Notification to employer under Fitness to Practise procedures

External Examiners review case and recommended outcome (Letter to External Examiner)

Case and outcome ratified

Case and/or outcome not ratified.

Student notified of outcome (Outcome Letter B or C). Outcome implemented and noted on student record system. Assessment process proceeds, with marker feedback reviewed and amended as necessary.