

Information for examiners and co-examiners assigned to Aarhus BSS

The director of studies' role in connection with possible exam cheating

Per Andersen

Vice-dean for Education

Date: 22 November 2016

Email: perandersen@au.dk

Page 1/1

Dean Thomas Pallesen has decided that the director of studies must always be consulted before an examiner and/or co-examiner report a case of exam cheating to Educational Law in Educational Development and Analysis at AU. This should be seen as an additional quality assurance of the existing procedure for reporting exam cheating cf. AU's website for employees regarding exam cheating:

<http://medarbejdere.au.dk/administration/studieadministration/sagsbehandlingsportal/eksamen/eksamenssnyd/>

The decision supplements the overall AU procedure, which is why this extra element is not mentioned on the website. For this reason, the departments must inform all examiners and co-examiners assigned to the individual degree programmes of this decision. At many departments, the examiner and/or co-examiner already engage in a constructive dialogue with the director of studies in cases of suspected exam cheating. However, at departments where this is not already done, the practice must be introduced in connection with the upcoming exams.

When reporting exam cheating, the examiner and/or co-examiner must indicate in the introduction that the matter has been discussed with the relevant director of studies, as this will enable us to quickly locate the director of studies and brief him or her on the outcome of the case after it has been reviewed. This can be indicated by introducing the report with the sentence "The report is submitted following a discussion with Director of Studies XX".

The decision to include the director of studies in the assessment is part of a larger effort to draw attention to exam cheating. In the Executive Team, we believe that it is very important to clamp down on the students who cheat on their exam - it is critical to our credibility as an educational institution that we have a high quality and quality assurance in our exams. However, it is also crucial to us that we safeguard the students' legal rights, so that only those who cheat incur a response. As such, preventive work with a view to making the students aware of the regulations in the area is also an important element in dealing with cheating and plagiarism. Ensuring both of these aspects is difficult, and it is therefore necessary that any possible case of exam cheating is assessed by two pairs of eyes. As a director of studies, if you need feedback regarding specific cases of exam cheating, you are always welcome to contact the undersigned or Birgitte Langsted from the Dean's Office.