

# Code of Conduct

## Part II Online Examinations Easter Term 2020

Both Part II examinations will be 'open book' in the sense that candidates are permitted to consult

- their own lecture notes and supervision work, and any revision notes they have written themselves;
- any lecture notes and handouts that were provided by the lecturer as part of the course;

Other than consulting these materials, candidates must use only the items that they would normally be allowed in the examination hall: in particular, candidates **must not**

- receive help from any other person during the period the examination paper is online;
- provide help to any other candidate during the period the examination paper is online;
- use the internet during the examination for any purpose other than downloading the examination paper and uploading their answers from/to Moodle;
- use any software or electronic device<sup>1</sup> during the examination for any purpose other than viewing the examination paper, consulting the permitted materials above, and scanning and uploading their answers;
- do anything else that would not be permitted in a normal invigilated examination, or could reasonably be interpreted as academic misconduct.

Candidates are required to submit handwritten and scanned<sup>1</sup> answers.

Candidates are required to adhere strictly to the 3-hour time limit specified<sup>1</sup> for the completion of each examination paper. An additional period of up to 45 minutes<sup>2</sup> of administrative time is allowed solely for the download, scanning and uploading to Moodle; this administrative time is not part of the time allowed for completion of the paper.

Candidates in time zones UTC–3 to UTC+8 inclusive are required to start the examination at, or shortly after, noon BST (UTC+1). Candidates in the remaining time zones are required to start the examination at, or shortly after, midnight BST.

Candidates are required to sign and submit a statement to confirm that they have complied with this code of conduct (with any examination access adjustments).

Non-compliance with the code will be considered academic misconduct, defined by the University as '*gaining or attempting to gain, or helping others to gain or attempt to gain, an unfair academic advantage in formal University assessment, or any activity likely to undermine the integrity essential to scholarship and research*' (see Appendix). Academic misconduct is subject to the University's Student Disciplinary Procedures (<https://www.studentcomplaints.admin.cam.ac.uk/student-discipline>), and may result in serious sanctions being imposed by the University's Discipline Committee.

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<sup>1</sup> Candidates who have had examination access adjustments approved by the Student Registry (such as extra time, rest breaks or use of a computer) should apply those adjustments to this code in the obvious manner.

<sup>2</sup> Candidates who are unable for some reason to complete the administrative tasks within this period are not in violation of this code, but should contact their Tutor to explain the circumstances. Download and upload times will be monitored by the University.

**Appendix: Statutes and Ordinances of the University of Cambridge (Chapter II, Section 20)**

<http://www.admin.cam.ac.uk/univ/so/2019/chapter02-section20.html>

*General*

7. No member of the University shall assist a candidate in any form of academic misconduct against the Rules of Behaviour for Registered Students and Formerly Registered Students.

*Rules of Behaviour for Registered Students and Formerly Registered Students*

2. A registered student must not:

(g) engage in any form of academic misconduct.

4. The following definitions are applied under the Rules of Behaviour:

(h) 'Academic misconduct' is gaining or attempting to gain, or helping others to gain or attempt to gain, an unfair academic advantage in formal University assessment, or any activity likely to undermine the integrity essential to scholarship and research. It includes being in possession of unauthorised materials or electronic devices during an examination, including recording or communication devices or devices that can store data, even where the Registered Student is unaware that such materials or devices are unauthorised, has no intention of using them, or is unaware that they have them in their possession. Academic misconduct also includes:

- Plagiarism: using someone else's ideas, words, data, or other material produced by them without acknowledgement;
- Self-plagiarism: using the Registered Student's own ideas, words, data or other material produced by them and submitted for formal assessment at this University or another institution, or for publication elsewhere, without acknowledgement, unless expressly permitted by the assessment;
- Contract cheating: contracting a third party to provide work, which is then used or submitted as part of a formal assessment as though it is the Registered Student's own work;
- Collusion: working with others and using the ideas or words of this joint work without acknowledgment, as though it is the Registered Student's own work, or allowing others to use the ideas or words of joint work without acknowledgment;
- Impersonating someone or being impersonated in an examination or arranging for someone to impersonate someone else by sitting their examination;
- Fabrication, falsification or misrepresentation of data, results or other outputs or aspects of research, including documentation and participant consent, or presenting or recording such data, etc, as if they were real; or
- Failure to meet legal, ethical and professional obligations in carrying out research. This includes failure to follow agreed protocol if this failure results in unreasonable risk or harm to humans, other sentient beings or the environment, and facilitating of misconduct in research by collusion in, or concealment of, such actions by others. It includes any plan or conspiracy to attempt to do any of these things.