



# ASSOCIATION OF HEALTH PROFESSIONS IN OPHTHALMOLOGY

## **AHPO Examinations Misconduct Policy**

### **Attendance**

Failure to attend an examination will result in the award of no marks for that examination. It is the candidate's responsibility to be aware of the examination timetable. If a candidate is ill he or she should obtain a medical certificate and submit it within three days to the Secretary of the Examinations Committee.

### **The Examination Room**

Candidates will not be permitted to undertake the examination after it has been in progress for more than thirty minutes.

No candidate may leave the examination room except in exceptional circumstances. Candidates require the permission of the invigilator to leave the room. If a student leaves an examination because of illness he or she should obtain a medical certificate and submit it within three days to the Secretary of the Examinations Committee.

### **Supervised absence**

No candidate may leave and return to the examination room during an examination unless supervised by an invigilator.

### **Communication during the examination**

No candidate may communicate with another person but the invigilator.

### **Permitted Items**

A candidate may take in those items and texts that are permitted for the examination.

### **Behaviour**

Candidates should not behave in any way, which is distracting to other candidates. A candidate who behaves disruptively may be required to leave the examination room. The candidate's examination papers will be submitted to the Examinations Committee as they were at the time when the candidate was required to leave.

### **Examination Papers**

It is the responsibility of the candidate to ensure that all his or her papers are appropriately marked with an identifying name and number.

### **Cheating**

Cheating in an examination will be dealt with as a disciplinary offence. Should a candidate be suspected of cheating, the invigilator will confiscate any unauthorised materials, indicate on the candidate's examination paper that it has been confiscated due to suspected cheating, and remove it. The candidate will then be given another examination paper and will be allowed to complete the examination. The invigilator will seek an explanation from the candidate at the end of the examination, and submit an incident report to the Examinations Committee.

## **Assessed Work & Portfolios**

Any course work must be the candidate's own work and must not contain plagiarised material.

## **Plagiarism**

Plagiarism is the unacknowledged inclusion of material derived from the work of someone else. It is the responsibility of the candidate to avoid plagiarism. If suspected, the assessor, tutor or examiner will notify the Chair of the Examinations Committee by providing a report that outlines the allegation with copies of the assessed work and the source materials.

If the plagiarism is minor, the Chair of the Examinations Committee will notify the student in writing. The student will be informed of the pieces of work under review and will be asked to resubmit these.

If the plagiarism is more serious the candidate may be invited to attend an interview to discuss their work. If invited to attend an interview, the student may be accompanied by a friend. Notes will be taken of the interview and subsequently agreed with all parties. The Examinations Committee will then decide on what penalty will be made based on the seriousness of the plagiarism.

## **Complaints**

Candidates wishing to contest the administration of the misconduct process should refer to the AHPO Complaints Procedure.