

Examination and Assessments: Academic Integrity

- 1.1. Taught programmes at Imperial, whether at undergraduate or postgraduate level, are generally very intensive. You will encounter a wide range of assessment methods which may range from the traditional closed book examination with essay type questions to open book or take away examinations, examinations with short answer questions, examinations with multiple choice questions and, increasingly, computer based examinations. During your programme of study, coursework and/or laboratory work may be set and marked. You may have to undertake one or more individual projects under the supervision of a member of academic staff. You may also have to participate in a group project. You may have to give an oral presentation on your individual and/or group projects.
- 1.2. Research degree students ultimately have to write a thesis on their research and orally defend this in a viva voce examination.
- 1.3. Some of these assessments may be formative, which means that they do not normally count towards your degree classification. Some of your assessments may be summative which means that they do count towards your final result. Formative assessment helps you to learn; summative assessment measures your achievement.
- 1.4. Your departmental or programme handbook will provide timings and details of your assessments, their relative weightings and their contribution to your progression and final classification.
- 1.5. The concept of academic integrity is fundamental to your student experience at Imperial so as to ensure that your academic achievements are a true reflection of your abilities. Academic integrity means conducting all aspects of your academic life in a professional manner. It includes:
 - Taking full responsibility for your own work
 - Following accepted conventions, rules and laws when presenting your own work
 - Fully acknowledging the work of others wherever it has contributed to your own work, thus avoiding plagiarism – see below
 - Ensuring that you do not “reuse” parts of your previous work for new assessments (self-plagiarism – see below)
 - Ensuring that your own work is reported honestly and that you follow the ethical conventions and requirements appropriate to your discipline
 - Avoiding actions which are intended to give you an unfair advantage over others

- Respecting the rights of your fellow students, your teachers and other scholars
- Behaving with respect and courtesy when debating with others whether or not you agree with them
- Maintaining standards of conduct appropriate to a practitioner in your discipline
- Supporting others in their efforts to behave with academic integrity

2. Preparing for Examinations

- 2.1. It is quite common to be apprehensive and even stressed as examinations or submission deadlines approach and you may wish to discuss this with your Personal Tutor or Senior Tutor or with your Programme Director. In some cases you may benefit from attending an examination stress workshop run by the Imperial College Health Centre. Further details of these workshops can be found here: <http://www.imperialcollegehealthcentre.co.uk/exams-and-stress>
- 2.2. If you feel the stress of examinations is becoming particularly burdensome you may wish to consider consulting the Student Counselling Service: <http://www3.imperial.ac.uk/counselling>

3. Additional Examination Arrangements and Mitigating Circumstances

- 3.1. If you have a physical or learning disability, temporary or permanent, then you may be entitled to additional arrangements in your examinations and are advised to contact the Disability Advisory service well in advance to allow sufficient time for your case to be considered and for the appropriate help to be put in place: <http://www.imperial.ac.uk/disability-advisory-service/>
- 3.2. If you fall ill or have a personal circumstance that you believe may have an adverse effect on your performance in an examination or coursework or on your ability to meet a coursework or project deadline then you should bring this to the attention of your department as soon as possible before the examination is held or the deadline is reached, using one of the mitigation forms or to request an extension to deadline where appropriate. Details can be found at: <http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/>
- 3.3. You are also advised to discuss any such circumstances with your Personal Tutor at an early stage.

4. Academic Misconduct and Plagiarism

- 4.1. The College's formal position on academic misconduct is detailed in the Academic Misconduct Policy and Procedures, which lists what the College categorises as misconduct and thus completely unacceptable. The list of

potential offences is indicative only and not exhaustive. The categories of offences under the procedure are:

- Plagiarism (see further below)
- Self-plagiarism (see further below)
- Collusion
- Examination offences
- Dishonest practice

More detail can be found in the procedures available here:

<http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/>.

5. Plagiarism

- 5.1. You are reminded that all work submitted as part of the requirements for any examination and assessment (including coursework) must be expressed in your own words and incorporate your own ideas and judgements.
- 5.2. Plagiarism, which is the presentation of another person's thoughts, words or images and diagrams as though they were your own and which is a form of academic misconduct, must be avoided, with particular care in coursework, essays, reports and projects written in your own time and also in open and closed book written examinations. You are encouraged to read and criticise the work of others as much as possible, and you are expected to incorporate this into your thinking and in your coursework and assessments. But you must be sure to acknowledge and identify your sources.
- 5.3. Direct quotations from the published or unpublished work of others, whether from the internet or from any other source, must always be clearly identified as such by the use of quotation marks, whether in coursework or in an open or closed book examination. A full reference to their source must be provided in the proper form. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally, if you summarise another person's ideas or judgements, figures, diagrams or software, you must refer to that person in your text, and include the work referred to in your bibliography. Departments are able to give advice about the appropriate use and correct acknowledgement of other sources in your own work.
- 5.4. Where plagiarism is detected this is most usually in project work or coursework i.e. work that is submitted in the candidate's own time but plagiarism can also occur in closed book written examinations. Such situations can arise where candidates have been able to learn text by heart [by rote] and simply reproduce what they have learnt without attribution. Where the examination is based on technical knowledge this may be

acceptable and not regarded as plagiarism. In other subjects where candidates are asked to write essays the examiners may regard text reproduced without reference or critical analysis as plagiarism. Boards of Examiners are encouraged to clarify where appropriate in examination rubrics how sources should be acknowledged in those examinations.

- 5.5. Where group work is submitted, this should be presented and referenced, with individual contributions recorded, in the convention appropriate to your discipline. You should therefore consult your Personal or Senior Tutor or Programme Director if you are in any doubt about what is permissible. You should be aware that you have a collective professional responsibility as a group for the integrity of all of the work submitted for assessment by that group. If you become aware that a member or members of the group may have plagiarised part of the group's submission you have an obligation to report your suspicions to your Personal or Senior Tutor or the Programme Director.
- 5.6. The use of the work of another student, past or present, also constitutes plagiarism. Where work is used without the consent of that student, this will normally be regarded as a major offence of plagiarism. Giving your work to another student to use (other than in a group assessment) may also constitute an offence.
- 5.7. The College may submit your work to an external plagiarism detection service, and by registering with the College you are automatically giving your consent for any of your work to be submitted to such a service.
- 5.8. The College will investigate all instances where an examination or assessment offence is reported and apply appropriate penalties to students who are found guilty. These penalties include a mark of zero for the assessment in which the examination offence occurred or a mark of zero for all the assessments in that year or exclusion from all future examinations of the College (i.e. expulsion from the College).

6. Self-plagiarism

- 6.1. Self-plagiarism is a form of plagiarism where, intentionally or not, work for any type of previous assessment (and published or unpublished research) submitted either to the College or another institution, is submitted as part of a new assessment at Imperial. The exception would be where this is specifically required e.g. to resubmit work as a requirement for resit or retake, or as part of a larger piece of assessment (such as a research proposal in a final project output or in a dissertation).
- 6.2. The reason that this is an offence under the Academic Misconduct procedure is that, by reusing your work, you would be attempting to gain academic credit for the same work twice. For published work this may also infringe on the publisher's copyright or a co-author's intellectual property rights.
- 6.3. Where it is appropriate to refer to your previous work, you may do so as long as it is correctly acknowledged. This may where you develop an idea in a

Master thesis into a research degree. You must make it clear and transparent that this is not an original or new idea, concept or dataset. You are required to acknowledge the source of the work using the correct form of citation and referencing in the same way as if it was the work of someone else.

7. Acknowledgement

- 7.1. The section on academic integrity above draws heavily on the statement on academic integrity of the University of Southampton. The section on reproducing material from memory is adapted from a similar statement used in the University of Cambridge.

8. Further reading

- 8.1. Students are encouraged to read the relevant Imperial College Success Guide at: <http://www.imperial.ac.uk/students/success-guide/>
- 8.2. Students are also encouraged to consult the College Library advice on plagiarism awareness at: <http://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/>
- 8.3. Students may also wish to consult this site which aims to raise awareness of plagiarism in the academic community: <http://www.plagiarism.org/>

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