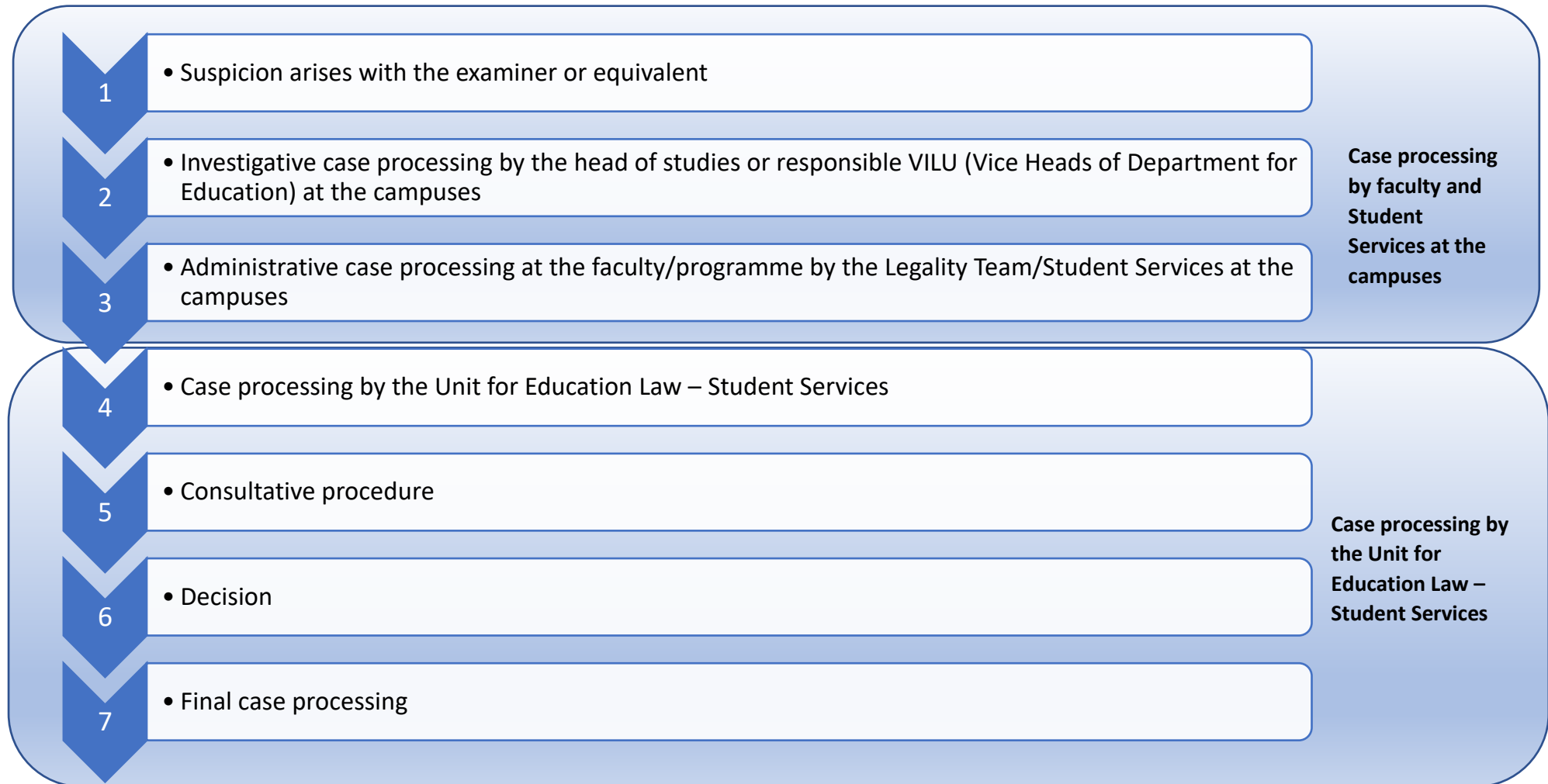


## Procedure for reporting cases of suspected examination irregularities

*Overall process overview*



Source: [QUICK GUIDE](#) prepared by Student Services – the Unit for Education Law. Process steps no. 1-3 in the above overview have been adapted to reflect the internal procedure/practice at the Faculty of Business and Social Sciences.

## Procedure for reporting cases of suspected examination irregularities

### *Quick guide to case processing at the Faculty/Student Services at the campuses*

The following guide provides an overview of the process of reporting cases of suspected exam irregularities.

The focal point in the prepared guide is the part of the process that takes place at the faculty level before a case of suspected exam irregularity is reported and passed on to the Unit for Education Law – Student Service.

The guide is based on a comprehensive [Quick Guide](#) prepared by the Unit for Education Law at Student Services – as well as information regarding exam irregularities and the reporting of cases of suspected exam irregularities available at [sdunet.dk](http://sdunet.dk)<sup>1</sup>.

In the following, the guide is referred to as the Quick Guide (SAMF) and relates to process steps 1-3 in the above-mentioned Quick Guide prepared by the Unit for Education Law/Student Services. The description of each of the three process steps in the Quick Guide (SAMF) is adapted to reflect the internal procedure at the Faculty of Business and Social Sciences.

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<sup>1</sup> . <https://sdunet.dk/da/undervisning/eksamen/eksamenssnyd>. If the link does not work, the information about exam irregularities is available on [sdunet.dk](http://sdunet.dk). Select Education > Examination > Exam irregularities.

<b>Process step 1: Suspicion arises with the examiner or equivalent</b> <i>If a suspicion arises with the examiner (or equivalent who is in charge of the examination in question), the head of studies is contacted for an assessment of the circumstances.</i>			
Action	Responsible (who)	Necessary documents and/or information	Guidance
Contact and dialogue with head of studies about the suspicion and the circumstances.	Examiner		
Procurement and preparation of documentation for the suspicion/the circumstances that emerged		<ul style="list-style-type: none"> <li>• Copy of the student’s submitted exam paper containing markings of suspected irregularities.</li> <li>• Indication of sources from which transcription is suspected.</li> </ul>	<ul style="list-style-type: none"> <li>• The marking of the irregularity in the submitted exam paper can be by direct highlighting/marking of text in the exam paper or by inserting comments in the paper. If an Ouriginal report clearly flags where there are similarities with other sources in the exam paper, and the sources are clearly stated therein, marking in the exam paper can be omitted.</li> <li>• In the case of a physical source that cannot be uploaded to Ouriginal, the source is sent as documentation with marking of relevant passages.</li> </ul>

		<ul style="list-style-type: none"> <li>• Ouriginal report (where applicable).</li> <li>• If necessary: log from Exam Monitor (written site tests)</li> <li>• If necessary: course description, assignment or anything else that may be relevant for the reporting</li> </ul>	<ul style="list-style-type: none"> <li>• The student’s Ouriginal report can be found in <a href="#">Digital Exam</a> during the exam in question.</li> <li>• For further information regarding Ouriginal, please refer to <a href="#">this link</a>.</li> </ul>
<p>Submission of materials to head of studies</p>		<ul style="list-style-type: none"> <li>• Description of the suspected irregularity, including:                             <ul style="list-style-type: none"> <li>○ Name of subject/exam</li> <li>○ Brief description of the suspicion/circumstances that arose</li> </ul> </li> <li>• Documentation (see above)</li> </ul>	<p>Briefly describe which observations form the basis of the suspicion.</p> <p>The description of the exam irregularity is used in connection with the administrative case processing (see process step 3).</p>
<p>Await feedback from head of studies and (possible) administrative case processing by the Legality Team/Student Services at the campuses (see <i>process step 3: Final reporting and case handover</i>)</p>			

<b>Process step 2: Investigative case processing by the head of studies</b> <i>The head of studies or responsible VILU at the campuses makes an academic assessment of whether the suspicion is sufficiently substantiated and whether a case must be reported.</i>			
Action	Responsible (who)	Necessary documents and/or information	Guidance
Contact and dialogue with examiner about the suspicion and the circumstances	Head of studies/responsible VILU at the campuses		
<p>Assessment of the circumstances that have emerged.</p> <p>The circumstances may be sufficiently justified or not sufficiently justified.</p> <ul style="list-style-type: none"> <li>In the event of <i>unjustified circumstances</i>: Notification of the examiner that the exam must be assessed.</li> <li>In the event of <i>justified circumstances</i>: The case is passed on to the Legality Team or the Student Services at the campuses, who will carry out the administrative case processing – see process step 3.</li> </ul> <p>If the head of studies is in doubt about whether a case should be reported or not, it is recommended to report it. The processing of the case by the Unit for Education Law ensures that all matters are clarified, and if</p>			<p>The head of studies may ask the examiner to provide additional documentation.</p> <p><i>In the event of unjustified circumstances:</i> The exam is assessed in the usual manner</p> <p><i>In the event of justified circumstances:</i> Cases concerning students affiliated with the Odense campus are referred to the Legality Team.</p> <p>Cases concerning students at one of the other campuses are passed on to Student Services at the relevant campus.</p>

<p>it turns out there is no basis for the case being sent to the Rector, it can always be withdrawn.</p>			
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Process step 3: Administrative case processing at the faculty/programme by the Legality Team/Student Services at the campuses			
Action	Responsible (who)	Necessary documents and/or information	Guidance
Administrative preparation of case for reporting, including: <ul style="list-style-type: none"> <li>• Creation of case in Acadre</li> <li>• Preparation of reporting document</li> <li>• Collection of relevant material and documentation</li> <li>• Uploading of relevant material and documentation to Acadre.</li> </ul>	For cases concerning students at the Odense campus: The Legality Team  For cases concerning students at one of the other campuses: Student Services at the relevant campus	<ul style="list-style-type: none"> <li>• Receipt of the case from the head of studies/VILU with a description of the suspicion of the irregularity and relevant documentation.</li> <li>• Reporting document</li> </ul>	<ul style="list-style-type: none"> <li>• The Legality Team/Student Services at each campus may ask the head of studies/VILU for further documentation or information regarding the irregularity. (The head of studies/VILU can request this from an examiner.)</li> <li>• All cases are processed in Acadre using faculty-specific auto profiles</li> <li>• If the case involves multiple students, one case must be created per student</li> <li>• Reporting document (template available on SDU.net). The reporting document is the formal document in which students can inform themselves about they have been reported for (in Danish for Danish students and English for international students).</li> </ul>

<p>Final reporting and case handover, including:</p> <ul style="list-style-type: none"> <li>• Reporting and case handover to Unit for Education Law – Student Services via Acadre.</li> <li>• Informing the head of studies and the examiner that the case has been reported. The examiner is also informed that an ‘EU’ must be registered.</li> </ul>	<p>For cases concerning students at the Odense campus: The Legality Team</p> <p>For cases concerning students at one of the other campuses: Student Services at the relevant campus</p>	<ul style="list-style-type: none"> <li>• Completed reporting document with accompanying documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance on reporting can be found in the ‘task’ in Acadre</li> </ul>
<ul style="list-style-type: none"> <li>• Registration of the result ‘EU’ in Digital Exam.</li> </ul>	<p>Examiner</p>		<p><a href="#">Digital Exam for examiners FAQ about exam registrations.</a></p>
<ul style="list-style-type: none"> <li>• Notification email to the reported student(s).</li> </ul>	<p>Legality Team/Student Services at the campuses</p>		
<p>Receipt of decision from Unit for Education Law and further notification of relevant parties</p>	<p>Legality Team/Student Services at the campuses</p>		<p>The decision is sent to Jan G. and Annette S. for their information.</p>