

Appendix 3

Disciplinary Hearing – Transcript of Proceedings

Meeting date: day/month/year

Attendees:

1. Decision-maker: Professor Mark Barton, Executive Dean, Faculty of Engineering, Physical Sciences and Architecture
2. Student and representative*: Mr John Smith and Mrs Joan Smith
3. Witnesses: Dr Peter Davey, course coordinator, ENGG1000
Mrs Sheryl Jones, Chief Examination Supervisor
4. Secretary: Ms L.T Wrightwell

This meeting was called to hear allegations of misconduct against Mr John Eric Smith, a first year Bachelor of Engineering student, under the provisions of Statute 4.

1. The allegations against Mr Smith:

It was alleged that in (semester) (year), being a student of this University, Mr Smith was guilty of misconduct in that:

- he had in his possession unauthorised material while in an examination room in contravention of Statute 4, Schedule 2. (*Allegation 1*)
- he cheated or attempted to cheat in an assessment in contravention of Statute 4, Schedule 2. (*Allegation 2*)

Details of the misconduct were that while being enrolled in ENGG1000 and attempting the end of semester examination, Mr Smith had in his possession a calculator containing handwritten material relevant to the examination and that he referred to that material during the examination.

Mr Smith admitted Allegation 1, but did not admit Allegation 2.

2. Material presented as evidence:

Photocopies of the following were distributed at the hearing to the decision-maker and the student:

- Mr Smith's allegation notice
- Mr Smith's examination script for ENGG1000
- A statement from Mrs Sheryl Jones, Chief Examination Supervisor
- A statement from Dr Peter Davey, course coordinator for ENGG1000
- Mr Smith's academic record
- Mr Smith's calculator was tabled for examination at the hearing.

* If the student did not appear, this section should state that the student was notified of the hearing but did not attend. If a reason was given for the non-attendance, it should be stated here.

3. Consideration of witness statements:

Professor Barton considered the written statements of the Chief Examination Supervisor and the course coordinator for ENG1000. The Chief Examination Supervisor had reported that she had seen Mr Smith glancing down at his lap several times. Upon closer inspection she said she had seen a calculator in his lap, which Mr Smith was turning towards the light as he was reading from it.

The course coordinator, Dr Davey, had examined Mr Smith's calculator and answer paper and reported that two formulae which had been incorrectly copied onto the calculator were replicated on the answer script. He further reported that Mr Smith had answered only the questions which called for the use of those formulae written on his calculator, and that he had not attempted five other questions.

4. Statements from Mr Smith:

Mr Smith said he had been under great pressure in his first year at university, and was struggling with the mathematical formulae in this course. He said he had written the notes as a reminder because he was stressed and desperate, but had not used them. He said he had been holding the calculator in his lap in order to leave the desk free for his papers, and was trying to see the read out on the screen by holding it to the light. In response to a question from Professor Barton Mr Smith said he had heard the Chief Supervisor's statement about unauthorised material at the start of the examination, but had needed the calculator for computation so did not hand it in.

5. The Executive Dean's decision:

The Executive Dean considered the statements of the Chief Examination Supervisor and the course coordinator, and the statements made by Mr Smith. He said that it had been established to his reasonable satisfaction that the similarities in formulae on the calculator and in the answer paper were sufficient to prove that Mr Smith had used the calculator to cheat in the examination. The Executive Dean found Mr Smith guilty of Allegation 2.

The Executive Dean said the cheating was a serious breach of the University rules, and advised Mr Smith of University services that provided assistance with study stress. He ordered that Mr Smith be refused credit for ENGG1000 (#2), the course in which he cheated.