

Procedure for considering personation cases

Extract from the Examination and Assessment Regulations 2023/24, Section 2, Academic Misconduct

See: [Regulations for examinations and assessment : Academic standards : Academic Quality and Partnerships : University of Sussex](#)

Types of academic misconduct

7-8. Personation

'Personation in written submissions is where someone or software (unless explicitly permitted in the assessment guidance from the module convenor) other than the student prepares the work, part of the work, or provides substantial assistance with work submitted for assessment. This includes but is not limited to: AI generated text or responses; purchasing essays from essay banks; commissioning someone else to write an assessment; writing an assessment for someone else (including where no benefit is gained by the student producing the assessment); using a proofreader where this is not allowed; using substantive changes proposed by a proofreader or third party (person or electronic service) that do not add -3.3 (l)1(o)-7 (af2 [(b)- 5.3 (a)h)5.3 (a)0.6 (th)5.2 U(a)2.7 (n)3.2 f)73.2 (v)-2.(o)-7 (as

Raising a concern of personation

1. A case of personation can be raised by:
 - (i) a staff member following a concern raised as part of the marking process (based on the assessment being beyond the assessment task set, the assessment being very good but not specifically following the assessment task, an eclectic/overly broad bibliography etc)
 - (ii) a staff member based on information from a student or member of staff;
 - (iii) the exam board (MAB or PAB) based on a concern that the mark for an assessment was significantly higher than the student's other marks and/or the marks of the cohort.

A case cannot be considered where progression/award has already been confirmed by the PAB.

2. Standard Notice of Advice to be sent by School to inform student that a concern regarding personation is being considered.
3. Investigating Officer to ensure the Academic Misconduct Cover Sheet is completed.
4. Investigating Officer to arrange School team meeting and provision of supporting information set out in Appendix 1(ii).

In advance of the Panel

9. The Investigating Office may contact the student in advance of the Panel to discuss the concerns broadly and explain what will happen at the Panel
10. The student will be invited to review the Evidence File, in advance of the Panel in accordance with standard practice.

At the Panel

11. The Panel will meet to discuss the personation concerns raised. The Course Convenor may accompany the Module Convenor who would normally attend the Panel to present the case. They would respond to questions from the Panel regarding the findings of the investigation and to any subject based queries.
12. Questions put to the student would be designed to establish the authenticity and authorship of the assessment. They would focus on the assessment organisation, preparation, research conducted and editing undertaken. The Panel Chair will ensure questions are appropriate and encourage discussion regarding the authorship of the assessment. The questioning must not become a VIVA or a verbal test of the learning outcomes that the assessment task was designed to test.
13. Panel members will discuss the misconduct concerns raised and agree an outcome and a penalty. Panel meetings may proceed in the absence of the student, unless the Panel Chair decides the student's presence is key to reaching a conclusion (this is standard practice for a Panel).

(iii) School team decision and rationale: to be completed by School Investigating Officer

The School team met on (date)

The following were present at the School team meeting (list those present):

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The School team decision can be informed by the following:

School to review	comment
consistency of style	
consistency of formatting	
consistency of use of language/grammar	
Feedback on student's academic performance in the assessment, based on assessment task and marking criteria.	

Decision (to also be recorded on the Academic Misconduct Cover Sheet)

Delete as appropriate:

- (a) The School team decided that personation was unlikely to have occurred ('no case' letter be sent to student).
- (b) The School team decided that personation was likely to have occurred (will be referred to Panel).

Rationale for decision (to also be recorded on the Academic Misconduct Cover Sheet)

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School Investigating Officer:

Print name: Signature: Date: