

Overseas Registration Exam (ORE) Part 1

Policy and Procedures

Suspected Malpractice

1. INTRODUCTION

- 1.1. This document outlines the policy and procedures relating to suspected misconduct by candidates and examination staff for the ORE Part 1 taking place at King's College London.
- 1.2. Candidates are expected to maintain good conduct at all times whilst on King's College London premises and must comply with instructions given by Examination staff. It is expected that all candidates will behave in a professional manner and with the integrity expected of any member of the dental profession. Any improper interference with the running of the ORE Part 1 will be considered misconduct and may result in action by the General Dental Council.
- 1.3. Examination staff are expected to maintain good conduct and high levels of professionalism at all times whilst running the ORE Part 1. Any improper conduct during the running of the ORE Part 1 will be reported to the Examination Team for investigation.
- 1.4. This document provides guidelines on the individual responsibilities of both the candidates and the examination team.
- 1.5. Should a candidate be suspected of misconduct, King's College London reserve the right to withhold the candidate's examination result until an investigation into the allegation is completed.

2. DEFINITION OF MISCONDUCT

- 2.1 Misconduct is defined as any action which presents a threat to the integrity of the examination and/or to the safety and security of persons or property.
- 2.2 Misconduct during the Overseas Registration Examination includes (but is not limited to):
 - a) Violent, indecent, disorderly, threatening or offensive behaviour or language (whether expressed orally or in any writing, sign or other visible representation, including electronically)
 - b) Damage to, misuse, defacement or unauthorised use of property, including computer misuse
 - c) Having unauthorised materials either on your person or underneath your desk, or in the examination hall (apart from in the appropriate 'Bag & Coat Drop' area), including the toilets. Below is a list of the only authorised material which can be brought into the examination:
 - ID
 - Pencil
 - Instruction Sheet

- Bottle of cold, non-carbonated drink
- Small, noiseless, odourless, cold snack
- d) Removing any used or unused answer books, exam papers or any other examination stationery from the exam hall, even temporarily
- e) Exchanging (or attempting to exchange) any exam-related information prior to or during any examination by means of talking, writing, telephone or electronic means
- f) Attempting to obtain information relating to the content of the examination from other candidates or members of the examination team before, during or between examinations

- g) Copying from another candidate or allowing another candidate to copy your examination
- h) Collusion
- i) Impersonating another person or allowing another person to undertake your examination
- j) Recording and passing examination material to a third party after the examination has taken place (or attempting to)
- k) Writing anything on the examination stationery other than the information requested (i.e. candidate number, module code, exam title) before the exam has started
- l) Having writing on any part of your body or added to your clothes
- m) Talking to any other candidate once in the exam hall (including after your exam has finished)
- n) Having a mobile phone, or any electronic device, that makes any noise at all during the exam or that is not switched off when in the exam hall, or having a mobile phone, or any electronic device, on your person at any time when in the exam hall (including the toilets)
- o) Bribing or attempting to bribe any member of the examination team
- p) Ignoring or disobeying instructions designed to maintain the security of the examination
- q) Ignoring or disobeying any other instructions given by an invigilator or member of the examination team
- r) Altering any examination-related documents such as certificates
- s) Making complaints without substance in a deliberate attempt to gain an unfair advantage

3. ALLEGATIONS OF MISCONDUCT

3.1 Any allegations of misconduct must, in the first instant, be reported to the Head Invigilator by candidates or any member of the examination team and all proceedings will be communicated to both the examination team and the candidate.

3.2 Allegations of misconduct must be recorded on the Examination Irregularity Report Form (Appendix A) and a copy is to be retained both by King's College London and the candidate or examination team member against whom the allegation has been made. The form should be accompanied by any supporting evidence, where appropriate.

3.3 Candidates will be permitted to continue the examination unless their conduct is disruptive to other candidates undertaking the examination or presents a security risk. Candidates against whom allegations of misconduct have been made will be informed that a report will be made.

3.4 If unauthorised material is found it will be confiscated and used as supporting evidence, where appropriate.

3.5 King's College London will investigate all allegations of misconduct fully and all parties involved will be asked for full accounts of the incident in question. Allegations of misconduct may be rejected should it be found that the allegation lacks substance or appears malicious.

3.6 Any candidates accused of misconduct will be informed in writing with the full details of the alleged incident and be offered the opportunity to respond.

3.7 Reports of alleged misconduct from anonymous sources will only be dealt with should there be supporting evidence or if the nature of the report is such that the allegation requires a full investigation.

3.8 King's College London will ensure that any individuals against whom an allegation of misconduct has been made have full access to any evidence against them and are allowed sufficient time to prepare a response.

3.9 Investigations into alleged misconduct during the ORE Part 1 taking place at King's College London should follow the procedure outlined here:

- a) Any candidate against whom an allegation of misconduct has been made should be allowed to complete the exam (except where causing a disturbance).
- b) The alleged misconduct should be reported to the examination team and recorded in writing immediately following discovery.
- c) The candidate should be informed that an allegation of misconduct has been made against them and the nature of the allegation should be explained in front of an appropriate witness.

3.9.1 King's College London will provide a full report on the alleged misconduct following investigation of the facts. The full report should be passed to the Assessment Board who will make a decision on whether to annul the candidate's results (and possibly recommend barring the candidate from resitting the examination). All supporting evidence will be provided, including confiscated materials where appropriate. The report will include a detailed account of the alleged misconduct including written statements from all parties involved. Any mitigating factors will also be included in this report.

3.9.2 Where the Assessment Board confirms that malpractice has taken place, a candidate's results for all papers of that diet of the ORE will be annulled. Only in exceptional instances will the Assessment Board not recommend that a candidate having committed malpractice be barred from the examinations. In this instance an explanation of the findings of the Assessment Board will be sent to both the GDC and the candidate.

APPENDIX A

Examination Irregularity Report Form

CANDIDATE NAME:

NUMBER:

COMPONENT OF EXAMINATION:

DATE OF EXAMINATION: __/__/__

EXAMINER NAME:

LEAD EXAMINER NAME:

STATEMENT OF THE ALLEGED BREACH OF THE EXAMINATION REGULATIONS

A brief factual summary of the breach that is alleged to have occurred, indicating the nature of the assessment(s) involved; the date and component of the Examination when the breach is alleged to have occurred. Please also give an estimate (e.g. 50%) of the extent of collusion etc.

DOCUMENTATION

Please describe the proof of the allegation which will be given by the Lead Examiner to The Chair of Board of Examiners

DETAILS OF WARNING (PENALTY APPLIED AS DISCUSSED WITH LEAD EXAMINER)

Signed (Examiner):

Date: __/__/__

Copy given to Lead Examiner for Chair of Board of Examiners on (date): __/__/__

Copy given to candidate on (date): __/__/__

Note to candidate:

- This form serves as a formal reprimand
- A copy of this form will be held by King's College ORE Examinations Team for future reference
- You have the right of appeal within ten days of the date on this form. If you wish to appeal please seek advice before doing so