***Part 1.A*** *– Examiner’s Report to Chair of the Board of Examiners*

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| Student Name: | | Banner ID: |
|  |  | |
| Programme of Study |  | |
| Module Code & Title |  | |
| Assignment |  | |

|  |  |
| --- | --- |
| Name of Examiner |  |
| Date of Report |  |

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| --- |
| Outline of evidence of irregularities: |
| Was Turnitin used as part of the process? Yes/No |

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| --- | --- | --- |
| *To be completed by Chair of Board of Examiners* | | |
| Date received: | | |
| *The Chair of the Board of Examiners (or deputy) will decide how to proceed, taking into account the level of study, any previous occurrences and the nature/extent of the irregularity.*  *Minor infringements (typically one sentence that is barely relevant to argument; one or two obviously missing references for e.g. dictionary definitions or statements of fact) may be responded to in marking feedback only.*  *Other irregularities may be dealt with in a tutorial support interview, if this is the first such instance, the assessment is at level 4 or level 5, and the irregularity is relatively minor.*  *For more serious or repeated infringements, a Panel will be convened.*  *Where the Examiner is also the Chair of the Board of Examiners, an additional tutor shall be consulted in making the decision.*  *If the assessment is at Level 6 or higher, the External Examiner must be consulted.* | | |
| **Decision** | | |
| Examiner to respond through feedback only \* |  | Additional tutor consulted: |
| Examiner to conduct tutorial interview (Pt 1.B) |  |  |
| Convene panel (Pt 2) |  | Date: |
| Rationale: | | |

***\* Copies of this form, when completed, to be sent to the student, the Examiner and the Academic Registrar for filing in the student’s record folder.***

***Part 1.B*** *– Report of Tutorial Interview*

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| Name of Tutor (Examiner or deputy) |  |
| Date of Interview |  |
|  | |
| Date of report |  |

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| Student’s account of how alleged irregularities arose: |
| Summary of Issues: |
| Means of addressing issues: |
| Specific Outcome(s):  *The tutor may require one or more of the following:*   * *Re-submission of submitted work (as if for the first time)* * *Submission of additional work / exercises to demonstrate learning from tutorial* * *Attendance at additional tutorial sessions* |

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***Part 2*** *– Panel Report*

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| --- | --- |
| Names of panellists |  |
| Date of panel |  |
|  | |
| Date of report |  |

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| Student’s account of how alleged irregularities arose: |
| Panel’s verdict: |
| Specific Outcome(s): |

|  |  |
| --- | --- |
| Name Chair of Board of Examiners |  |

***Copies of this form, when completed, to be sent to the student, the Academic Registrar and the Common Awards team (***[***common.awards@durham.ac.uk***](mailto:common.awards@durham.ac.uk)***).***