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| **Assessment Irregularity Record Form** | U:\Style guides, logo and templates\School logo\Logo black\LSHTM_Logo_Black.jpg |

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| **CONFIDENTIAL** | This form records: |
| The below information constitutes Personal Data under the terms of the Data Protection Act. A master copy of this form will be held by the Registry. It will be destroyed five years after the end of the academic year in question, or within five years of completion of the programme. | [ ]  | Irregularity Investigation Panel outcome |
| [ ]  | Assessment Irregularity Committee outcome |

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| **Student name** |  |
| **Student ID number / Candidate number** (for exams) |  |
| **Programme of study** (e.g. MSc, Diploma, Certificate, Research Degree) |  |
| **Module(s) involved** (where applicable)  |  |
| **Type of assessment** (e.g. module assignment, exam, project, etc.) |  |
| **Date(s) suggested irregularity took place** (=submission date for assignment work) |  |
| **Type of irregularity suggested** (tick all boxes that apply) | [ ]  | Poor referencing practice |
| [ ]  | Minor plagiarism |
| [ ]  | Substantial plagiarism |
| [ ]  | Cheating |
| [ ]  | Fraud |
| [ ]  | Collusion |
| [ ]  | Personation |
| [ ]  | Self-plagiarism |
| [ ]  | Exam offence |
| **Date reported to TPD or FRDD** |  |

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| **Brief anonymised summary of case** (for reporting more widely) |  |
| **Action recommended** (by TPD/FRDD after IIP, or by AIC) |  |
| **Please attach a separate report setting out full details of case, established through investigation. This full report may be appropriate to return to the student.**  |

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| **Report made by** |
| [ ]  | Taught Programme Director | [ ]  | Faculty Research Degrees Director | [ ]  | Chair of Assessment Irregularities Committee |
| Name | e-Signature (optional) | Date |
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| **Student statement** (only needs to be signed following an Irregularity Investigation Panel) |
| I agree with this statement of facts concerning my work as indicated above, and agree to the penalty or penalties indicated |
| Name | Signature | Date |
|  |  |  |
| For students who have given consent in absentia, or are otherwise unable to sign in hard copy, the staff member who has signed above should give details of this consent: |
|  |
| Relevant evidence of consent (e.g. an e-mail from the student) should be attached with the file copy of this form in lieu of a hard copy student signature. If no response has been received from the student **within 15 working days of their being advised of the Panel’s decision and proposed penalty**, this should be noted above and the TPD or FRDD should determine and apply the final penalty.  |

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| A version of this form should be passed on at each major stage of the process, as may apply * by the TPD or FRDD after an Irregularity Investigation Panel (IIP)
* by the Chair after any Assessment Irregularity Committee (AIC)

Once complete, please email a master copy of this form (plus supporting report) to **the Assessments Manager** in the Registry, cc **Pro-Director (Learning, Teaching and Enhancement)** |