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## O-56 Academic Misconduct Policy

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## Glossary of Terms

Term	Meaning
<b>Academic misconduct</b>	Any behaviour or attempted behaviour from a candidate before, during, or after an exam that may result in an unfair advantage to which the candidate is not entitled, or disruption of this process for other candidates. Described in detail within “3. <i>Definition of academic misconduct</i> ”.
<b>Appeal</b>	A formal request by an individual for review of a decision or administrative process. See <a href="#">Appeals Policy</a> .
<b>Exam</b>	A process used to make a quantitative assessment to determine an individual’s knowledge or competency against a required standard.

## List of Abbreviations

Abbreviation	Term
<b>Ahpra</b>	Australian Health Practitioner Regulation Agency
<b>APC</b>	Australian Pharmacy Council
<b>CAOP</b>	Competency Assessment of Overseas Pharmacists
<b>KAPS</b>	Knowledge Assessment of Pharmaceutical Sciences
<b>PharmBA</b>	Pharmacy Board of Australia

# Academic Misconduct Policy

## 1. Purpose

The Australian Pharmacy Council (APC) delivers high-stakes exams to candidates in Australia and overseas. We are an independent body, authorised by the Pharmacy Board of Australia (PharmBA) and the Australian Health Practitioner Regulation Agency (Ahpra) to deliver exams to assess knowledge, skills and competency in pharmacy.

We assess pharmacists' knowledge and competence by developing and delivering the following exams:

- Intern Written exam
- Competency Assessment of Overseas Pharmacists (CAOP)
- Knowledge Assessment of Pharmaceutical Sciences (KAPS).

In the interest of public safety, it is important that exam results accurately represent the ability of candidates. We prioritise safeguarding the integrity of exam processes. To achieve this, we must be aware of and respond to any incidents of academic misconduct as these incidents may jeopardise the validity and fairness of APC's exams. This policy defines misconduct and describes how we will treat incidents of academic misconduct. We aim to treat all candidates in an impartial, equitable, ethical and sensitive manner.

## 2. Scope

This policy applies to all candidates undertaking our exams, either within a test centre or in an online proctored environment.

We deliver exams in partnership with an external exam vendor:

- The Intern Written exam is delivered in test centres in all Australian capital cities, and online via a remote proctoring software.
- The CAOP exam is delivered in test centres in all Australian capital cities and overseas locations provided by the external exam vendor's delivery network, and online via a remote proctoring software.
- The KAPS exam is delivered in test centres in all Australian capital cities and overseas locations provided by the external exam vendor's delivery network, based on availability and demand.

## 3. Definition of academic misconduct

Academic misconduct within exams is defined as any behaviour or attempted behaviour from a candidate before, during, or after an exam that circumvent this test of individual knowledge and skills that may result in an unfair advantage to which the candidate is not entitled, or disruption of this process for other candidates. Academic misconduct includes, but is not limited to:

- collusion on exam question answers with other individuals

- disruption of an exam through behaviour that affects other candidates not complying with exam regulations and instructions
- not complying with the reasonable instructions of the invigilator or remote proctor
- obtaining or seeking to obtain access to exam questions prior to or during the exam
- possession of unauthorised material before, during or after the exam
- providing incorrect or misleading information prior to, during, or after the exam
- recording questions during an exam
- substituting an exam candidate to undertake the exam
- unauthorised sharing or publishing of exam questions
- use of unauthorised devices during an exam
- unsupervised absence during an exam.

## 4. Policy Statement

APC does not condone academic misconduct and acts to prevent and detect misconduct in order to fulfill our role of protecting public health by setting and maintaining high standards for pharmacists. Academic misconduct and any breach to the exam rules, terms and conditions will be subject to action undertaken by us.

We will respond to reports of academic misconduct with the following:

1. identifying potential academic misconduct incidents
2. investigating potential academic misconduct incidents
3. responding to confirmed academic misconduct incidents.

### 4.1. Incident identification

Incidents of academic misconduct for APC purposes are identified through the following methods outlined in our Academic Misconduct Procedure (internal use only):

- reports from exam proctors during and after each exam delivery and detailed in reports from the exam vendor that are provided to us following each session
- analysis of question response data
- reports from candidates or the public that there has been an incident of academic misconduct.

### 4.2. Incident investigation

We will investigate all identified incidents of potential academic misconduct.

We will contact identified candidates in writing to inform of them of an investigation, with processes outlined in our Academic Misconduct Procedure. In the interests of natural justice, identified candidates will be provided the opportunity to respond and provide their own

evidence during the investigation. While an investigation is underway the candidate's exam result will not be released.

### 4.3. Incident response

After initial investigation the candidate will be informed of the outcome of the investigation in writing. Where investigation finds that no misconduct has occurred the candidates exam results can be released.

Where there is sufficient evidence of misconduct we may impose consequences for candidates, and will notify candidates of this in writing.

Potential outcomes of confirmed academic misconduct include but are not limited to:

- Voiding of exam attempt
- Exclusion from any further exam attempt for a period as determined by us
- Referral to other appropriate agencies including regulatory and administrative bodies.

Decisions made by us under this policy may be appealed under the [Appeals Policy](#).

## 5. Supporting Procedures

O-58 Academic Misconduct Procedure

## 6. Related documents/ Links

O-53 Protection of Examination Intellectual Property Policy



T1 Level 2, 6 Brindabella Circuit South, Brindabella  
Business Park, Canberra Airport ACT 2609

PO Box 1227 Fyshwick ACT 2609

p +61 2 6188 4288 | [www.pharmacycouncil.org.au](http://www.pharmacycouncil.org.au)