



O-56 Academic Misconduct Policy

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Glossary of Terms

Term	Meaning
Academic misconduct	Any behaviour or attempted behaviour from a candidate before, during, or after an examination 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> ”.
Appeal	A formal request by an individual for review of a decision or administrative process. See Appeals Policy .
Examination	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
Ahpra	Australian Health Practitioner Regulation Agency
APC	Australian Pharmacy Council
CAOP	Competency Assessment of Overseas Pharmacists
IW	Australian Intern Written (IW) examination
KAPS	Knowledge Assessment of Pharmaceutical Sciences
PharmBA	Pharmacy Board of Australia

Academic Misconduct Policy

1. Purpose

The Australian Pharmacy Council (APC) delivers high-stakes examinations 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 examinations to assess knowledge, skills and competency in pharmacy.

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

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

In the interest of public safety, it is important that examination results accurately represent the ability of candidates. We prioritise safeguarding the integrity of examination 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 examinations. This policy defines misconduct and describes how we will treat incidents of academic misconduct. We aim to treat all examination candidates in an impartial, equitable, ethical and sensitive manner.

2. Scope

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

We deliver examinations in partnership with an external examination vendor:

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

3. Definition of academic misconduct

Examinations aim to test if a person has specific knowledge and skills.

Academic misconduct within examinations is defined as any behaviour or attempted behaviour from a candidate before, during, or after an examination 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 examination answers with other individuals
- disruption of an examination through behaviour that affects other candidates not complying with examination regulations and instructions
- not complying with the reasonable instructions of the invigilator or remote proctor

- obtaining or seeking to obtain access to examination 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 examination
- recording questions during an examination
- substituting an examination candidate to undertake the examination
- unauthorised sharing or publishing of examination questions
- use of unauthorised devices during an examination
- unsupervised absence during an examination.

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 examination 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 the Academic Misconduct Procedure:

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

4.2. Incident investigation

All identified incidents of potential academic misconduct will be investigated by APC.

APC will contact identified candidates in writing to inform of them of an investigation, with processes outlined in the 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 examination 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 examination results can be released.

Where there is sufficient evidence of misconduct APC 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 examination attempt
- Exclusion from any further examination attempt for a period as determined by APC
- Referral to other appropriate agencies including regulatory and administrative bodies.

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

5. Roles and Responsibilities

The following staff members have responsibilities under this policy:

- Executive Director Professional Services
- Director Examinations
- Examinations Delivery Manager
- Specialist Development Manager

6. Related documents/links

[Appeals Policy](#)

7. References

Code of Conduct. Available on the Ahpra website. <https://www.pharmacyboard.gov.au/Codes-Guidelines/Code-of-conduct.aspx>

