

CY Cergy Paris University Examination Regulations

CONTENTS

<u>I-Regulatory references.....</u>	<u>p. 3</u>
<u>II-Introduction.....</u>	<u>p. 3</u>
<u>III-Specific rules for each type of examination.....</u>	<u>p. 4 to 6</u>
<u>1- Final examination and the final assessment system</u>	
a. <u>Definitions</u>	
b. <u>Notification of students to attend</u>	
c. <u>Examination procedure</u>	
d. <u>Transmission and processing of marks</u>	
<u>2- Continuous assessment and complete continuous assessment</u>	
a. <u>Definitions</u>	
b. <u>Methods of implementation</u>	
c. <u>Test procedure</u>	
d. <u>Transmission and processing of marks</u>	
<u>IV-Common rules for all types of examination.....</u>	<u>p. 6 and 7</u>
<u>1- Duties of students sitting examinations</u>	
<u>2- Examination questions</u>	
<u>3- Invigilation of examinations</u>	
<u>4- Dealing with absences from examinations</u>	
<u>5- Cancellation of an exam</u>	
<u>V-Remote examinations.....</u>	<u>p. 7 and 8</u>
<u>1- Technical conditions</u>	
<u>2- Preliminary tests</u>	
<u>3- Punctuality</u>	
<u>4- Test procedure</u>	
<u>VI- Arrangements for students with specific profiles.....</u>	<u>p. 8 and 9</u>
<u>1- Arrangements for students with disabilities or disabling health disorders</u>	
<u>2- Special study system</u>	
a. <u>General Principles</u>	
b. <u>Target groups</u>	
<u>VII-Examination boards.....</u>	<u>p. 9 to 11</u>
<u>1- Functioning of examination boards</u>	
a. <u>Examination board composition</u>	
b. <u>Deliberation of examination boards</u>	
<u>2- Announcement of results and awarding of qualifications</u>	
a. <u>Display of results after the examination board meeting</u>	
b. <u>Notification of results and disputes</u>	
c. <u>Certificate of success and awarding of qualifications</u>	
<u>3- Rules for repeating a year</u>	
a. <u>For general bachelor's degrees</u>	
b. <u>For other courses</u>	
<u>VIII- Fraud, plagiarism and artificial intelligence.....</u>	<u>p. 11 and 12</u>
<u>1- Prevention of fraud and plagiarism</u>	
<u>2- What to do in the event of fraud</u>	
<u>3- Fraud investigation</u>	
<u>IX-Best practices for the use of faculties.....</u>	<u>p. 14</u>

1 Regulatory references

- French Education Code
- Decree no. 2019-1095 of 28 October 2019 establishing CY Cergy Paris University and approving its statutes
- Decree of 22 January 2014 outlining the national framework for training leading to the issuance of national bachelor's, vocational and master's degrees, amended by the decree of 30 July 2018
- Decree of 30 July 2018 concerning bachelor's degrees
- Decree of 27 May 2021 concerning national programmes for the "bachelor's degree in technology" vocational degree
- Decree of 3 August 2005 concerning the higher educational qualification in technology in the European Higher Education Area, as amended
- Decree of 6 December 2019 introducing a reform of vocational degrees
- Decree of 25 April 2002 concerning national master's degrees
- Decree of 27 August 2013 outlining the national framework for training provided within the "teaching, education and training professions" master's courses
- Decree of 25 May 2016 outlining the national framework for training and the terms governing the issue of national doctoral degrees.
- Decree of 16 July 1984 relating to the 2-year higher educational qualification in science and technology (DEUST)
- Circular of 9 March 2000 concerning the organisation of examinations in public institutions of higher education
- Circular of 12 January 2012 concerning the organisation of examinations and competitive examinations for students with disabilities
- Circular of 7 May 2023 concerning procedures for the elaboration and award of national qualifications and certain vocational qualifications awarded by the French State by institutions of higher education

2 Introduction

These regulations define the whole of the rules common to the institution within the framework of the organisation of examinations and associated provisions.

These common rules apply without prejudice to specific arrangements for students with specific needs connected with their state of health or status, put in place within the framework of the procedures laid down by the institution.

The legislative and regulatory texts in force, these regulations, the regulations concerning the assessment of knowledge, abilities and attendance specific to each component and related institution, and the methods of assessment of knowledge and abilities specific to each qualification and diploma are binding on students and on the administration.

Approval and amendment of these regulations comes under the responsibility of plenary meetings of the University Council in accordance with article 17 of decree no. 2019-1095 of 28 October 2019 establishing CY Cergy Paris University and approving its statutes.

This regulation is supplemented in the annexe by elements of good practices that the faculties and related institutions are strongly encouraged to implement within their training courses.

The methods of assessment of knowledge and abilities are decided on by the faculties and related institutions and brought to the attention of students no later than one month after the commencement of teaching for national qualifications and diplomas. The methods of assessment of knowledge and abilities cannot be subsequently changed in the course of the academic year.

The term "examination" here refers to the following types of assessment of knowledge and abilities: final examination, final assessment, continuous assessment and complete continuous assessment systems.

The deadlines mentioned in these regulations are in calendar days.

3 Specific rules for each type of examination

The types of examinations presented in this chapter (final exam, final assessment, continuous assessment and complete continuous assessment systems) may be organised in different forms: written or oral, face-to-face or distance assessment, etc.

Students shall comply with the rules common to all types of examination set out in paragraph II of this charter.

1) Final examination and the final assessment system

a. Definitions

Final examination:

This corresponds to the assessment of the whole of a teaching period and is conducted at the end of the period.

It consists of a test of whatever form, which is the same for all students on the same course.

It is shown on the examination timetable that is sent to students.

It is organised outside of the lecture times set out in the procedures for assessment of knowledge and abilities for the course.

It shall include a second session.

Final examination scripts are anonymised, with the exception of homework.

Final assessment system

This may be granted by the head of the course to students who submit an application, within the deadlines set by the faculty or related institution, who can prove that they are in an exceptional situation coming under special student regulations. The student's request has to be validated by the teaching team.

Final assessment replaces continuous assessment and complete continuous assessment, which take place during the teaching period, and is conducted at the end of the teaching period. It is shown on the examination timetable that is sent to students. It is organised outside of the lecture times set out in the course descriptions.

Final assessment scripts are anonymised, with the exception of homework.

b. Notification of students to attend

For each examination session, a timetable of the tests, whatever the nature thereof, is published within a deadline of fifteen days before the commencement of the examinations via a secure means selected by the faculty or related institution, indicating the date, time and place of the examination. This timetable shall serve as a notice to attend the examinations.

c. Examination procedure

Students' rights and obligations:

Any student arriving after the envelopes containing the subject matter have been opened may only be allowed access to the examination room provided that more than one hour has not yet elapsed since the commencement of the test. No extra writing time shall be granted to the student concerned.

No student is allowed to move around the room.

Students are not allowed to leave the room permanently until the first hour of the test has elapsed, even if the student hands in a blank sheet of paper, except in the case of specific provisions for students with disabilities.

Students who request to leave the room temporarily may only do so one at a time and must be accompanied by an invigilator. They will have to give their paper in to the supervisor who will give it back to them upon their return.

Scripts must be handed in, even if they consist of a blank sheet of paper.

The examination begins when all of the questions and papers have been distributed. Writing before the start constitutes grounds for suspicion of fraud, which may be referred to the disciplinary board.

The role of administrative staff:

The administrative staff provide the sign-in sheet and the examination invigilation report.

They inform the invigilators of any special examination arrangements for certain students. To implement measures to ensure papers are marked anonymously. They keep students' scripts after the deliberations for a minimum of one year and apply the provisions for archiving published in the BOEN (Official Bulletin of the French Ministry of Education) no. 24 of 16 June 2005.

Role of the person in charge of the examination room:

The person in charge of the examination room is the person in charge of the course subject or, failing this, another teacher or any other member of staff designated by its component or related institution.

They have students signed in on presentation of their student cards or, failing this, a valid identity document.

They draw up the examination report, which includes: the course subject of the test, the date, time, place and duration of the test, the number of students on the sign-in sheet, the number of students present, the number of students present but not on the sign-in sheet, the number of students absent, the number of examination scripts handed over by the students (including blank sheets of paper), and any observations or incidents noted during the examination.

At the end of the examination, they return the following items to the educational secretariat: the report completed and signed by the invigilators, the sign-in sheet, the examination scripts and any remaining unused drafts.

Role of the person in charge of the examination:

The person in charge of the examination distributes the students' scripts to the various examiners.

d. Transmission and processing of marks

The examiner personally hands over the marked and sealed papers to the educational secretariat, unless it is physically impossible to do so on the date set by the faculty or related institution.

Removal of anonymity is placed under the authority of a member of the teaching staff and accomplished in a collegial manner by the teaching staff responsible for the subject and the administrative staff.

Teaching staff are responsible for their marks. Any members of the teaching staff who do not enter the marks themselves shall hand over the marked examination scripts and all of the marks for the tests to the relevant administrative department in sufficient time to enable the preparation of the examination board's deliberations and entry of the results in the computer database.

Marks are only final after the examination board has deliberated. Any marks given before the deliberations are therefore only indicative and unofficial.

2) Continuous assessment and complete continuous assessment

a. Definitions

Continuous assessment:

This corresponds to at least two assessments conducted in the course of the teaching period. It may include a second session.

Complete continuous assessment:

This has to give rise to at least two assessments, none of which may count for more than 50% in the calculation of the average, in order to comply with the "second chance" principle.

The second chance replaces the second session.

b. Methods of implementation

The teacher informs the students of the arrangements for the tests that will take place during the teaching period, as well as the arrangements for the second session or second chance.

Tests may be conducted in the form of written or oral examinations, reports on tutorial classes/practical work, essays to be handed in to the teacher, presentations, online assessment, etc. at the discretion of the teacher responsible for the subject.

They may be unannounced.

No notice to attend is issued and they are not included in the examination timetable.

The test scripts are not anonymised.

Students are regularly informed of the marks for the tests in the course of the teaching period in order to enable them to progress.

c. Test procedure

Students' access to the rooms in which the test is held (lecture theatres, tutorial rooms etc.) and permission to temporarily or permanently leave depends upon the conditions defined by the teacher responsible for the test.

d. Transmission and processing of marks

The teacher responsible for the course subject deals with all of the marks obtained by the student within the framework of their course subject. They provide the educational secretariat, at the date set by the component or related institution, with the average obtained by the student according to the predefined continuous assessment methods. The average is recorded in the education management application.

4 Common rules for all types of examination

These rules apply to all types of examination defined in these regulations: final examination, continuous assessment, complete continuous assessment and final assessment system.

1) Duties of students sitting examinations

Students must:

- Inform themselves of the examination timetable and any changes to it, sent by the secure means selected by the component or related institution. Students cannot claim to be unaware of the examination timetable if the display procedures have been complied with. In the case of division into groups, students are obliged to know which group they belong to.
- Be present in front of the examination room at the time indicated by the component or related institution.
- Not interfere with the smooth conduct of the examination.
- Sit in the place reserved for them if a numbered allocation has been set.
- Sit the examination personally and alone (except as otherwise provided for).
- Only use the authorised material and resources. Except in case of specific provisions for the examination, all equipment for storage and transmission of information and all resources using generative AI, video and internet connections are prohibited. Except in case of specific instructions (medical advice), mobile phones and other connected devices (in particular smart watches) must imperatively be switched off and stored with the student's belongings.
- Put their personal belongings away in the places designated by the invigilators during the examination. All access to personal belongings is prohibited.
- Sign in after having provided proof of their identity (student card or, failing this, an identity document) when required for the examination.
- Clothing must not conceal any communication and/or information storage device. In case of doubt, checks will be carried out. When clothing corresponds to religious requirements, the checks shall be carried out in conditions compatible with compliance with these requirements.

2) Examination questions

The teacher is responsible for the form and nature of the examination questions they set. They are authorised to propose several different subjects during the same test. The minimum deadline for submitting exam papers for photocopying is set by the component or related institution.

The examination paper specifies the authorised documents, materials and resources and the modes of use thereof, as well as the title, duration and date of the examination.

In the absence of any indication, it is considered that no document, material or resource is authorised other than what is essential for writing (pens, pencil case, etc.).

The administrative staff take care of reproduction of the examination papers within a time frame compatible with the constraints of the service provider and guarantee the confidentiality thereof until the date of the examination.

3) Invigilation of examinations

The teacher responsible for the examination paper and the invigilators must be present at the examination venue at the time indicated by the faculty or related institution and take care of the practical preparation of the room. If they are unable to be present, the teacher in charge shall appoint a qualified teaching representative to be present in their place.

Invigilators shall be informed by the educational secretariat of any special conditions enjoyed by certain students (Erasmus, disability, etc.) in order to apply them.

The faculty or related institution determines the number of invigilators. An invigilator is appointed to be in charge of the room. The person in charge of the room shall check in particular that students' personal belongings (bags, jackets, phones, etc.) are not accessible during the examination.

With regard to oral examinations, the examiner shall respect the public nature of the tests and allow the public access to the room, with the agreement of the student being examined.

Invigilators have full authority to decide the places where students should sit. The invigilators are authorised to make any changes to seating places they may deem necessary for the examination to run smoothly.

4) Dealing with absences from examinations

Dealing with absences from examinations comes under the jurisdiction of the faculties or related institutions and is included in the procedures for assessment of knowledge and abilities specific to the course.

In the event of exceptional circumstances resulting in a large number of students being late (transport strikes, weather conditions, etc.), it is the responsibility of the chair of the examination board to decide to delay the start of the examination or to defer it.

If unavailable, this prerogative falls to the teacher in charge or, failing this, to the person in charge of the room.

5) Cancellation of the exam

An exam may be cancelled before, during or after the time at which it is held by the chair of the examination board or by the director of the component institution in the following cases:

- prior knowledge of the examination questions
- absence of invigilators
- loss of examination script(s) by the component or related institution when the presence and participation of the student(s) is proven by the examination report and its sign-in sheet.
- any event of *force majeure* or any other event at the discretion of the chair of the examination board or the director of the component institution.

In case of cancellation of the exam, a new exam is organised under the responsibility of the chair of the examination board for all students concerned by the exam. The reorganisation of the exam requires the drafting of new examination questions. The cancelled exam shall be reorganised as quickly as possible according to the availability of the material and human resources of the component or related institution, if possible within the university timetable. The 15-day period required for final exams and for the final assessment system, between notification of the exam to the students and the holding thereof, does not apply in case of exam cancellation.

The component or related organisation shall take care of informing the whole of the students of the new exam dates.

5 Remote examinations

Examinations may be taken by paperless means. Tests may take the form of synchronous or asynchronous examinations organised via Cours CY or via tools authorised by the institution for tests requiring video.

Students will be informed of the assessment method and technical solutions selected via Cours CY or by e-mail no later than 15 days before the examination.

1) Technical conditions

Students shall have a digital communication tool enabling them to sit the exam in good conditions (up-to-date browser, adequate and stable Internet connection, functioning microphone and camera if required by the test).

Students are solely responsible for their equipment and for ensuring that it is in good working order.

Any student who does not have the appropriate equipment must inform the teacher in charge of the test at the latest 10 days before the examination.

2) Preliminary tests

Students shall complete tests to check their equipment and their connection to Internet or to their student space on Cours CY or to any other tools authorised by the institution, and be able to send a photo of their examination script via Internet if necessary. If there are any problems, they report them to their teachers.

3) Punctuality

It is compulsory to respect the time at which the exam is called or the work is handed in.

Students are advised to connect to the examination space a few minutes before the start of the test in order to avoid any lateness due to connection problems.

Proof of legitimate reasons for any lateness must be provided.

4) Test procedure

The student undertakes to sit the examination alone and in person, not to communicate with peers throughout the test, to remain in their seat during the test, not to leave and not to consult any documents or resources other than those explicitly authorised by the teacher and mentioned on the exam paper. Examination monitoring and plagiarism detection software may be used by the examiners. If necessary, the student may communicate with the teacher at any time. The teacher will indicate, before the commencement of the test, the manner in which students may contact them.

6 Arrangements for students with specific profiles

1) Arrangements for students with disabilities or disabling health disorders

Students with disabilities or suffering from a disabling health disorder may benefit from different examination arrangements, in accordance with Articles D. 613-26 to D. 613-30 of the French Education Code.

In order to be eligible, students shall apply to the Disabled Students Service or the Student Health Service within the time limit set by the institution.

The faculties or related institutions shall apply the arrangements proposed by the Student Health Service doctor or a multidisciplinary team, provided the medical certificate is sent three weeks before the start of the tests. After this deadline, implementation of the arrangement shall be at the faculty or related institution's discretion.

Faculties and related institutions shall implement the necessary and appropriate measures for students with disabilities, whether the test takes the form of face-to-face or distance assessment.

2) Special Study System (RSE)

a. General Principles

The special study system (régime spécial étudiant, RSE) enables certain students with specific status or particular constraints to have the benefit of special arrangements in the course of their studies.

An application for RSE may be granted for a semester or a full academic year.

Students have to apply to the relevant departments in order that their commitments, activity or situation may be taken into account with regard to the organisation of their studies and examinations.

Any arrangements that may be granted are subject to prior assessment by the relevant department and/or the faculty or related institution. Any arrangements are determined according to the student's situation and shall be compatible with the proper running of their course. This may take the form of adjustments to the timetable, justification for absence or accreditation of skills. The application shall be submitted by the student within the deadlines and according to the procedure set by CY Cergy Paris University, which are available on the university website.

b. Target groups

Students in the following situations are eligible to claim entitlement to a special study system:

- Students exercising responsibilities on the committee of an association (CY Cergy Paris University student association or external association under the French "1901 law" on associations)
- Students carrying out assignments within the framework of non-military national service
- Students with elective responsibilities within the university (councils, vice-chair student of the university), elected to the students' welfare office (CROUS) or holding public elective office in the French Republic (student holding national or local elective office)
- Students accomplishing military activity in the operational reserve forces, voluntary military service, or voluntary fire brigade service
- Students engaged in professional activity (minimum 15 hours per week outside of university holidays, bank holidays and weekends)
- Students with disabilities or chronic and/or disabling illnesses (accidents, illnesses, etc.)
- High-level student athletes
- Student artists: students engaged in high-level artistic training
- Students with family responsibilities: students with a child under 12 years of age. The student shall provide a photocopy of their official family record book (containing registration of births and deaths in a family) In this case, the student shall provide a doctor's certificate.
- Student family carers
- Students following several courses
- Pregnant students: the student shall provide a document proving their state of pregnancy in order to enable the granting of an arrangement during the time of their maternity leave (6 weeks before and 10 weeks after the expected date of childbirth). In the case of disabling symptoms requiring special measures, the student shall then contact the student health service in order to complete an assessment of their specific needs.

Students in other special situations provided for in the regulations are invited to contact their component or related institution.

7 Examination boards

1) Functioning of examination boards

a. Examination board composition

Only lecturer-researchers, lecturers, researchers, and, in accordance with the conditions and procedures laid down by the regulations, qualified figures who have contributed to the teaching,

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or selected for their expertise, on the recommendation of the teaching staff, may take part in examination boards and be present during the deliberations.

Although members of administrative staff may be present to provide secretarial services, they cannot under any circumstances take part in the deliberations.

The President of the university shall appoint the chair and the other members of the examination board for each course semester and year, by order, at the latest one month before the date of deliberation of the examination boards.

The composition of examination boards for bachelor's degrees in technology (BUT) and vocational degrees is governed by the provisions of article 13 of the decree of 6 December 2019 introducing a reform of vocational degrees.

The composition of examination boards is governed by the provisions of article 18 of the decree of 30 July 2018 concerning bachelor's degrees.

Students are informed of the composition of the examination board in accordance with the procedures defined by the component or related institution at least fifteen days before the tests concerned, or failing this, as soon as the President's decision is known.

b. Deliberation of examination boards

The examination board may only validly deliberate if at least two members are present in addition to the chair of the examination board.

The meeting may be held face-to-face, by videoconference or in hybrid form.

Notification to attend, specifying the date and place of the deliberation, is sent by the chair of the examination board at least fifteen days before the deliberation.

Students are notified of the date of the meeting of the examination board in accordance with the procedures laid down by the component or related institution.

The examination board meets once each session and deliberates on the basis of the marks and results obtained by the students. The examination board deliberates at its sole discretion, without any obligation to provide justification for its decisions, and it alone may make subsequent changes to the marks and results.

Once the deliberations have been completed, no changes may be made, except in the event of a material error in the transfer of marks or calculation, duly ascertained by the chair of the examination board. The examination board's decision, which creates entitlements, may be challenged by users solely on the grounds of illegality, within a deadline of two months after the results are displayed.

2) Announcement of results and awarding of qualifications

a. Display of results after the examination board meeting

After deliberating, the members of the examination board who were present sign the report of their deliberations. A copy of the results list is passed on to students in accordance with the procedures laid down by the faculty or related institution. Only the result obtained by the student is passed on, not the average for the semester or year.

Students are informed of the appeal procedures and deadlines.

b. Notification of results and disputes

Marks and results are not final until the examination board has deliberated, after which they are passed on to students via the digital working environment.

Transcripts shall be issued on presentation of student cards or valid identity documents, and against signature. No results shall be notified by telephone.

Once the marks have been passed on, the student may ask to see their examination script within a maximum period of one month, in accordance with the procedures laid down by the component or related institution.

Having the examination script corrected for a second time does not in any case whatsoever constitute a right for the student.

Any challenge to the results or requests for rectification of a material error may be the subject of an internal appeal to the president of the examination board, as from the publication of the results. The request for an internal appeal shall be sent by registered letter with acknowledgment of receipt within two months of the publication of the results.

A legal challenge may be lodged with the administrative tribunal within two months of the publication of the results. If an internal appeal is initiated within this two-month period, the allowed time for the legal challenge shall be interrupted.

c. Certificate of success and awarding of qualifications

A certificate of successful completion of the course and obtainment of the qualification is issued to students who so request at the latest three weeks after the announcement of the results of the course. The final diploma, signed by the authorities concerned, shall be issued within six months of this announcement.

The certificate of successful completion of the course is solely drawn up and issued by the general education diplomas office, in accordance with the procedures specified on the CY Cergy Paris University website.

3) Rules for repeating a year

a. For general bachelor's degrees

During bachelor's degree courses, and unless specific provisions are made in the procedures for the assessment of knowledge and abilities and the general and specific course rules, two repeated years are authorised by right, provided that they take place in two separate years.

In order to repeat any additional years, students must apply within the deadlines and in accordance with the procedures laid down by the component or related institution.

Special course arrangements, such as the completion of an academic year over a two-year period for students entitled to a special study system, and students admitted subject to supplementary education ("*oui-si*" system) with a refresher year, are not counted as repeated years.

An alternative path will be proposed to students having followed a one-year refresher course, at the end of which the requirements for entry into the 1st year of the bachelor's degree have not been met.

b. For other courses

Apart from the rules for repeating years of study for general bachelor's degrees, which are set out in these regulations, the rules for repeating years on other types of courses are fixed by the component or related institution within the framework of the procedures for assessment of knowledge and abilities and the applicable study regulations for the course.

8 Fraud, plagiarism and artificial intelligence

1) Prevention of fraud and plagiarism

Students shall comply with the rules allowing identity checks and fraud prevention. In particular, they shall comply with paragraph II.1 of these regulations concerning the "Duties of students sitting examinations".

At the invigilator's request, students are required to uncover their ears if they are covered, in order to ensure they are not wearing any unauthorised electronic communication devices.

The possession of unauthorised documents or materials may be considered by the disciplinary board as constituting an attempt at fraud.

At the start of the examination, the teacher in charge shall remind students of the instructions relating to the examination discipline, and the penalties that may be imposed in the event of fraud or attempted fraud in accordance with the provisions of Article R. 811-11 of the French Education Code.

At the time of access to the examination room, the student's identity may be verified, via the presentation of their student card or, failing this, an identity document.

Plagiarism consists of presenting all or part of a creative work (for example, but not exhaustively, a text, an analysis, the exposition of an idea, a survey, a graphic document, an image, etc.), of which one is not the author, as one's own work.

Plagiarism may occur either through the active appropriation of another person's creative work, in other words through the use of non-personal elements, or through the omission of proper references to this work and/or its sources.

Any work produced by students and intended for assessment may be analysed with a plagiarism detection tool. Individual and group academic work (essays, presentations, dissertations, theses etc.), shall be of a personal nature, thus excluding any plagiarism, including on the basis of documents taken from websites, or indeed generated by conversational or writing tools based on artificial intelligence. Any use of artificial intelligence, when not expressly prohibited, shall be mentioned in an explicit manner as a borrowing or quotation from an external source. Failure to comply with this rule will be considered to be fraud. Indeed, presenting work that one has not written oneself as one's own work is fraud, whether the writer is a human third party or an artificial intelligence.

2) What to do in the event of fraud

In accordance with the provisions of article R. 811-12 of the French Education Code, in the event of detection of acts of fraud or attempted fraud, the invigilator responsible for the room shall:

- Take all necessary measures to put an end to the fraud or the attempted fraud (e.g. removal of documents or equipment) without stopping the student or students concerned from sitting the examination.
- Seize any documents or equipment that will enable the facts to be established later. If the documents or equipment cannot be seized, this is noted in the report, and photographs may be taken to be attached to the case submission file.
- Draw up a report countersigned by the other invigilators and by the perpetrator or perpetrators of the fraud or attempted fraud. Any refusal to countersign shall be recorded in the report. A model report is appended to these examination regulations.

The President of the university shall be informed of the fraud or attempted fraud.

In the event of an impersonation or of disturbances that affect the conduct of the tests, expulsion from the examination room may be ordered by the authority responsible for order and security in the sites and premises of the establishment.

If the student is not excluded from the examination room, their examination script (or oral submission) is treated in the same way as that of other students. Their script (or oral submission) shall be marked, but the mark is not passed on to the student until the disciplinary board has reached a decision. It should be noted that in the event of confirmed fraud, the mark is cancelled and a penalty is imposed, ranging from a warning to permanent exclusion from all public institutions.

Pending the disciplinary board's decision:

- The examination board cannot in any case whatsoever award a mark of zero to a student on the grounds of suspected fraud.
- The jury deliberates on the student's results under the same conditions as for any other student and specifies in the report, if the student is awarded a pass, that this is a provisional pass pending the disciplinary board's decision.
- No diploma, certificate of success or transcript of marks may be issued to the student until the disciplinary board has given its verdict. The Registrar's Office will implement the necessary freezes in the education management application.
- If their results so allow, the student is authorised to enrol to continue their studies.

3) Fraud investigation

In accordance with the provisions of Article R. 712-29 of the French Education Code, and apart from the exceptional cases provided for in said article, the president of the university has sole competence to initiate proceedings before the disciplinary board.

The disciplinary board with jurisdiction over users shall conduct the disciplinary proceedings and decide in the first instance.

Disciplinary proceedings shall be initiated without prejudice to the criminal proceedings provided for by the Law of 23 December 1901 against fraud in public examinations and competitive examinations.

The chair of the disciplinary board, apprised of the fraud or attempted fraud by the President of the university, shall receive the report of the facts and the supporting evidence and send a copy of this report and the attachments to each of the persons against whom the proceedings are brought.

In the event of a disciplinary sanction having an impact on the transcript, the examination board must meet again and validly deliberate on the results of the student in question.

Annex to the examination regulations of CY Cergy Paris University

9 BEST PRACTICES FOR THE USE OF FACULTIES

Examination sessions for final assessments

It is recommended to schedule “reading periods” of one week just before the examination weeks.

Recruitment of invigilators

The component shall define the procedures for recruiting the supervisors necessary for the smooth conduct of the examination.

Break times between tests

Component institutions provide sufficient break times between tests, including for students benefiting from extra time in the scheduling of their examinations.

Appeal panel

It is recommended that courses provide for an appeal panel between 48 hours and one week after the publication of the results in order to allow students to give notice of any errors or to inform the examination board of anything they believe is deserving of its attention.

Students are advised to avoid making commitments that could make them unavailable at the time the results are published.

Remote examinations

In the interests of fairness between students, it is recommended that the same test should not be held by both face-to-face and remote means.

**REPORT RECORDING AN ATTEMPTED FRAUD
ACTS LIABLE TO DISRUPT THE PROPER RUNNING OF
EXAMINATIONS**

Reminder of the rules:

In the event of detection of fraud or attempted fraud, the invigilator responsible for the room shall:

- Take all necessary measures to put an end to the fraud (e.g. removal of documents or equipment) without preventing the persons involved from sitting the examination;
- Seize any documents or equipment that will enable the facts to be established later;
- Immediately draw up a report countersigned by the other invigilators and by the alleged perpetrator or perpetrators of the fraud or attempted fraud. In case of refusal to countersign, this refusal shall be recorded in the report.

Exclusion may only be ordered in cases of impersonation or disruption affecting the running of the examination.

Lastly, disciplinary action may be taken against any user who commits or is an accomplice to fraud or attempted fraud, committed notably in connection with registrations, or any act liable to harm the order or proper running of the institution.

UNIVERSITY DEPARTMENT (UFR) OR INSTITUTE:

Examination:

Date:

Session:

Chair of the examination board:

This official report is drawn up against:

Name:

Forename:

Date of birth:

PIN:

Address:

Post code:

Town

Tel.:

E-mail:

Pursuant to the provisions of articles R.811-12 et seq. of the French Education Code, this report has been drawn up to record fraud or attempted fraud, without interrupting the candidate or candidates' participation in the examination.

Mr/Mrs/Ms

, capacity

records:

Contact details:

E-mail:

Precise and detailed nature of the incident:

Contact details of any witnesses:

In the most common scenario where candidate is not excluded from the examination room: their examination script is dealt with in the same manner as that of other candidates. The examination board shall deliberate on their results under the same conditions as for any other candidate. However, it cannot issue any transcript of achievements or notification of success.

Teachers/Invigilators' signatures

Students' signatures

Date

Date

Observations: (refusal to countersign the report).