

UAT-UK Misconduct Policy

UAT-UK and Pearson VUE have a responsibility to ensure the integrity of our tests, and that all candidates have the opportunity to sit their test in an appropriate test environment. For these reasons, candidates are expected to follow test rules, before, during and after testing, and meet a minimum standard of acceptable behaviour, in any interaction with UAT-UK or Pearson VUE. Where this is not the case, or there is any action which gives or aims to give unfair advantage to a candidate or causes disadvantage to other candidates, UAT-UK and Pearson VUE have means of identifying, investigating, and dealing with any suspected misconduct, which are set out in this policy.

1. Behaviour that would constitute misconduct

1.1 The list below is not intended to be exhaustive, but gives examples of behaviour or actions that may be deemed to be misconduct and would therefore be investigated and dealt with under this policy:

- 1.1.1 Testing more than once for the TMUA and/or the ESAT in one admission cycle, without permission to schedule a re-test. Please note that both the October and the January sitting, in any given academic year, count as the same admission cycle.
- 1.1.2 Obtaining, viewing, or sharing unauthorised test material, answers, workings or information about the test that is not in the public domain, without permission.
- 1.1.3 Sitting the test with any affiliation to TMUA or ESAT coaching businesses or tutoring services, or with the intention of using the information for those purposes in the future.
- 1.1.4 Any intentional breach of the **ID and Admission Policy**, or security arrangements, at the test centre or of the online proctoring system. This includes the impersonation of another individual.
- 1.1.5 Any intentional failure to follow the test rules at the test centre or the online proctoring system. This includes any attempt to use or

take into the test centre any prohibited aids. Please refer to the list of **Pearson VUE Permitted Comfort Aids**.

- 1.1.6 Failure to follow instructions given by an invigilator, online proctor, or any other test centre staff.
- 1.1.7 Any attempt to record test items, answers, or the order or format of the test. This includes any attempt to remove notes from the test room in any way.
- 1.1.8 Creating a disturbance during testing.
- 1.1.9 Any attempted copying or collusion during the test. This includes attempting to give any assistance to, or communicating with, others in the test room, verbally or otherwise.
- 1.1.10 Any other form of cheating or taking action to gain an unfair advantage.
- 1.1.11 Any inappropriate, aggressive, or rude behaviour towards another candidate, an invigilator or proctor, or any test centre staff.
- 1.1.12 Any inappropriate, aggressive, or rude behaviour towards the UAT-UK office and/or Pearson VUE.
- 1.1.13 Falsifying any documentation provided to the UAT-UK office or Pearson VUE. This includes, but is not limited to, any documentation used to register, prove identity or qualify for a bursary or access arrangements.
- 1.1.14 Altering any test results.

2. Dealing with suspected misconduct

- 2.1 UAT-UK works closely with Pearson VUE to identify and investigate any cases of suspected misconduct.
- 2.2 Registration and test data is checked and analysed vigorously, and any anomalies may result in the initiation of an investigation.
- 2.3 Cases of suspected misconduct may also be reported to the UAT-UK office by:
 - A test centre, invigilator, or proctor
 - Pearson VUE customer services
 - Any university using the TMUA and/or the ESAT

- Another candidate or third party
- 2.4 If an invigilator or proctor suspects any candidate of misconduct during a test sitting, they are authorised to terminate a test and will report this, along with any evidence pertaining to the investigation to Pearson VUE and UAT-UK.
- 2.5 If any investigation is initiated, the candidate(s) implicated will be informed of the allegations against them and what the next steps and possible outcomes would be, should misconduct be established.
- 2.6 Any candidate(s) implicated will be given the opportunity to respond to the allegations in a written format.
- 2.7 The UAT-UK office will formulate a report which will be provided, alongside any supporting evidence and the candidate's response, to two members of the UAT-UK Board of Directors.
- 2.8 The two Directors will decide the outcome and any sanctions to be applied.
- 2.9 The UAT-UK office will inform the candidate of the outcome within **10 working days**.
- 2.10 Any decision made on behalf of the UAT-UK Board of Directors is final and cannot be appealed.

3. Sanctions

- 3.1 The UAT-UK office and the Board of Directors will ensure that sanctions are justifiable, reasonable and are applied consistently across cases.
- 3.2 Where misconduct is established, UAT-UK may opt to apply any of the sanctions listed below:
- Cancellation of a test booking, without a refund.
 - Withholding test results from the institutions to which the candidate has applied.
 - Sharing the outcome of the investigation with the institutions to which the candidate has applied, or UCAS.
 - Disqualifying a candidate from sitting any UAT-UK test for a period of time.



3.3 Any sanctions will apply, as a minimum, to the entire application cycle. Candidates will not be permitted to retest within the application cycle. One application cycle includes both the October and January test sittings for entry the following year.

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