

UCAT Misconduct Policy

Introduction

The UCAT Consortium is the operating name of the UKCAT Consortium. Our admission tests are delivered by our business partner Pearson VUE (PVUE).

The UCAT Consortium has a number of official policies which guide its work in specific areas. Each policy is reviewed on an annual basis and any updates reflected in operational processes, website information and other communications to candidates. Where appropriate, policies are made available on the UCAT website.

UCAT policies are underpinned by its commitment to equality, diversity and inclusion (EDI). Any substantial amendments to policies are considered in the light of their impact on EDI.

Overview

UCAT has a responsibility to candidates and other stakeholders to ensure the integrity of the test. To do this, we have put in place robust measures to identify and deal with candidate misconduct.

This document details procedures to be followed when dealing with candidate misconduct and informs candidates of the consequences of such actions.

Candidates are expected to meet minimum standards of acceptable behaviour during testing and any interactions with the UCAT Consortium, UCAT Office and Pearson VUE staff. Please familiarise yourself with the information on our [Test Day](#) page before your test.

This policy deals with cases of suspected misconduct and other unacceptable behaviour as outlined below. This includes any action which gives or aims to give unfair advantage to a candidate or causes disadvantage to other candidates. Such conduct may give rise to unfair or inaccurate results.

Examples of Misconduct

Examples of misconduct include but are not limited to the following:

- obtaining unauthorised access to test content;
- testing more than once in any test cycle without permission;
- sitting both the UCAT and UCAT ANZ in the same year;
- sitting the test if you have an affiliation with a UCAT coaching business, for example as a tutor or item developer, or having some financial interest in a UCAT coaching business;
- unacceptable behaviour or language during testing and during any interactions with the UCAT Consortium, UCAT Office or Pearson VUE staff;
- breach of security arrangements;
- impersonation (pretending to be someone else);
- failure to follow the test rules;
- failure to follow invigilator/proctor or other staff instructions;
- creating a disturbance;
- using or attempting to use prohibited aids (e.g. notes, note paper, calculators, mobile phone, audio/recording devices, dictionaries etc.);
- attempting to remove any notes from the testing room;
- copying/collusion or attempted copying/collusion;
- giving or receiving assistance from other individuals during the test;

- verbal or non-verbal communication with another candidate during the test;
- copying or recording questions or answers from the test using any means;
- misuse of pause-the-clock break functionality;
- using test questions for purposes other than sitting your test. This includes sharing content or information about any UCAT questions in any format (digital or otherwise) on the internet or to third parties;
- falsifying documents or giving false or misleading information at any point including when:
 - creating a UCAT account or booking a test.
 - checking in to test.
 - presenting photo ID.
 - applying for a UCAT bursary.
 - applying for access arrangements or making arrangements for test accommodations.
 - notifying UCAT or Pearson VUE of any test incident.
 - making a 'fit to test' case.
 - applying to sit an online proctored test.
 - making an appeal.
- altering results documentation or notifications;
- breaching any of the website terms and conditions;
- any other form of cheating or gaining of an unfair advantage.

Investigating Misconduct Cases

UCAT has rigorous procedures in place to detect instances of misconduct. We work with our business partner (Pearson VUE) to identify and investigate suspected instances of misconduct. Pearson VUE interrogate registration and test data on an annual basis to identify potentially fraudulent activity.

Cases of suspected misconduct may also be reported by:

- the test centre (or online proctor), or Customer Services
- universities
- a candidate or a third party

Cases of potential misconduct may be reported via email to the [UCAT Office](#).

If you are suspected of misconduct during testing, the Invigilator will immediately terminate your test. The invigilator will report the violation to Pearson VUE and the UCAT Office, along with any relevant evidence.

The Investigation

Misconduct during testing or in any other interactions with the UCAT Consortium, UCAT Office or Pearson VUE staff will be thoroughly investigated.

- If in the view of the UCAT Office there is sufficient evidence to implicate a candidate in misconduct, the candidate will be informed of the allegation made against them. They will be advised of the evidence supporting the allegation and informed of the possible consequences should misconduct be established.
- The candidate will be given the opportunity to respond to these allegations and will be invited to provide a written statement and any other appropriate supporting evidence.
- The UCAT Office will record the case and any evidence relating to the allegation (including any statement/evidence provided by the candidate). Based on this report, the UCAT Office will make a recommendation including any sanction to be applied if the case is upheld.

- An anonymised (where possible) report will be reviewed by a member of the UCAT Board who will consider the case, confirm correct procedures have been followed, request additional information if required and make a final decision.
- The UCAT Office will inform the candidate of the outcome. UCAT aims to complete the investigation of suspected misconduct within 10 working days of it being notified to them.

An anonymised record of decisions made regarding the alleged misconduct will be retained and reviewed by the UCAT Test Delivery Committee on an annual basis.

The decision of the UCAT Consortium is final.

Sanctions

Sanctions applied must be justifiable, reasonable in scale and consistent in application.

Where allegations of misconduct are upheld, UCAT reserves the right to take the following actions:

- cancel a booking to sit the UCAT without a refund;
- withdraw a candidate's result(s) for that test cycle;
- disqualify a candidate from sitting the test for a period of time;
- share the outcomes of the investigation with legitimate third parties (which may include UCAS and Consortium universities).

UCAT Consortium

March 2024