

UCAT Misconduct Policy

Overview

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.

UCAT Misconduct

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.
 - making a UCAS application.
- altering results documentation or notifications;
- breaching any of the website terms and conditions;
- any other form of cheating or gaining of an unfair advantage.

Sanctions for misconduct

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:

- issue a warning that if the candidate commits misconduct within a set period of time, further specified sanctions will be applied;
- 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 (which may extend beyond the current test cycle);
- share the outcomes of the investigation with legitimate third parties (which may include UCAS and Consortium universities).

Candidate Data

The UCAT Office uses candidate data and evidence to investigate cases of suspected misconduct. Information may be shared with Pearson VUE. Candidate data is retained for the duration of the sanctions plus one calendar year.

The outcomes of misconduct cases may be shared with legitimate third parties such as Consortium universities and UCAS.

Supporting candidates

Candidates going through misconduct procedures will be advised to seek independent support and advice from their family or school/college/university. Where a candidate's conduct is linked to a disability, UCAT may consider how that might mitigate the seriousness of the offence.

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.

As part of the investigation the UCAT Office will inform the candidate of the allegation(s) made against them and the evidence supporting the allegation(s). The candidate will be given an opportunity to respond to the allegation(s) and provide any other appropriate supporting evidence before a decision is made about whether misconduct has taken place. They will be informed of the possible consequences should they admit to the misconduct and/or the investigation concludes it occurred.

The UCAT Office will always conduct a reasonable investigation into cases of misconduct and will endeavour to reach conclusions about what did or did not happen, even when evidence is contested by the candidate. In these circumstances UCAT will decide whether, on the balance of probabilities, the alleged misconduct is more likely to have occurred than not.

Outcomes from the investigation

Where an allegation has been found to have been made in error no further action will be taken.

Where a candidate admits to misconduct and/or the investigation concludes it occurred the UCAT Office will produce a preliminary report detailing the allegation(s), evidence and initial recommendations for sanctions which will be shared with the candidate.

The candidate will be invited to provide a written statement for inclusion in the final report before it is sent for review by a UCAT Board member.

UCAT Board member review

A final report detailing the allegation(s) and supporting evidence (including any statement/evidence provided by the candidate) and initial recommendations for sanctions will be shared with a member of the UCAT Board.

The 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 on any sanctions to be applied.

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.

Appeal

If a candidate is unhappy with the final decision from the UCAT Board member, they may [appeal to the UCAT Board](#).

The decision of the UCAT Consortium is final.

Annual Review

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

UCAT Consortium

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