

Disciplinary Scheme Notice: Proceedings against eight Student Members sitting IFoA Exams

On 4 August 2021, the Conduct Committee received a Complaint from Mr Tony Burke, Head of Member Services Operations at the Actuaries Institute of Australia (the Institute), with respect to the conduct of eight Student Members during on-line examinations held by the Institute and Faculty of Actuaries (IFoA) in April 2021.

The Institute was also provided with a copy of the letter issued to each student advising them of the outcome of the IFoA's investigation and the finding that they had breached the educational assessment regulations. The finding and primary sanction* applied by the IFoA is as follows:

Finding	Disqualification period	Applicable to
Serious breach (collusion)	24 months	Six students
Breach (above significant threshold for plagiarism)	12 months	One student
	6 months	One student

* Other sanctions and/or requirements applied to each finding.

A view was jointly formed by Steve Schubert, the Convenor of the Conduct Committee, and David Knox, the Convenor of the Tribunal Panel (the Convenors) that there was a *prima facie* case of Misconduct (as defined in Rule 3.2 of the Disciplinary Scheme) committed by each Student Member.

In accordance with Rule 13.3 of the Disciplinary Scheme, a guidance document was developed to establish the Institute's consistent approach to handling these matters. This document, Disciplinary Scheme Guidance – Breaches in Educational Assessment Regulations (the Guidance), was published on the [Institute's website](#) on 20 September 2021.

The Guidance allows for consideration of the outcome of a student's appeal against the IFoA decision. Each student was contacted by the Institute to establish whether they would be lodging an appeal. Four students failed to respond and only one of the other four students lodged an appeal with the IFoA. The appeal was unsuccessful.

Subsequently, the Institute contacted each student to advise them of Disciplinary Action being applied in accordance with the Guidance, namely:

- A restriction from sitting any assessment with the Institute for the equivalent period of time as specified in the IFoA decision, from the date of the IFoA decision.

Further procedural details of the decision and a sample of the letter issued to each of the students can be found in the Guidance.

The Convenors determined that a combined Disciplinary Scheme Notice should be published on the Institute's website. The Institute's weekly Bulletin to all Members should refer to the fact that publication of these disciplinary proceedings are available on the Institute's website.

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