

# Abridged version of the Protocol for the verification of authorship by verification interviews

## Digital Assessment



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**Important!**

**This document is for faculty only, and may not  
be shared with students.**

## 1. Introduction

This document is a summary of the protocol to be followed by teaching staff in order to corroborate the authorship of graded activities at the UOC by means of verification interviews. It describes the main concepts, the criteria for beginning the procedure and the phases involved, as well as the support materials available to facilitate its application.

Guaranteeing academic integrity ensures a fair and transparent assessment process, based on each student's effort and real authorship.

## 2. Primary objective: verification of authorship

The **objective** of the protocol for the verification of authorship is to establish a clear and regulated mechanism, the verification interview, to confirm that the student is the genuine author of the graded activities and thereby guarantee academic quality and honesty.

## 3. What are verification interviews?

Verification interviews are a **tool for corroborating authorship** consisting of a conversation in real time with the student to confirm their knowledge and the preparation process for the graded activity.<sup>1</sup>

### 3.1 Key concepts

- **They are not a graded activity or disciplinary measure.** The primary objective is **verification and corroboration** of authorship, rather than further assessment. They take place on the grounds of suspected misconduct, but their objective is to confirm whether the student can prove their intellectual ownership of the work.
- A verification interview performed by a course instructor involves creating a **paid commission**. If the teaching and research staff member wishes to delegate this task to a course instructor, they must first apply to do so using the following [form](#).

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<sup>1</sup> [Link](#) to the "Protocol for the verification of authorship by verification interviews (teaching and research staff)"

## 4. Highlighting verification interviews in academic activities

By default, the non-editable part of the course plan already includes a section providing information on assessment at the UOC, which clearly states that graded activities may be subject to verification interviews in order to corroborate authorship.

Teaching staff are advised to consider including the following reminder in other spaces to increase awareness of their existence:

- In instructions for academic activities. [\[example template\]](#)
- In the *Announcements* area in the classroom. [\[example template\]](#)



The “[Protocol for the verification of authorship by verification interviews \(teaching and research staff\)](#)” document contains templates related to verification interviews for use in emails, announcements, course plans or instructions for activities.

## 5. When is a verification interview required?

A verification interview takes place when there are **reasonable signs of plagiarism, impersonation or use of unauthorized tools** (including GAI) in a graded activity.

If there is sufficient technical evidence, the misconduct procedure can be undertaken with no need to perform a verification interview ([How to deal with misconduct in assessment, only in Catalan](#)).

## 6. Phases in the verification interview

### PHASE 1: *Notification and summons*

1. **Notification.** The member of teaching staff informs the student of the **beginning of the authorship verification procedure** and the summons to a verification interview (by email to their UOC account if the grades are not yet public or, if the grades are already public, through feedback and by email to their UOC account at the same time). [\[Templates for notifying students about the verification interview\]](#)
2. **Deadlines.** Students have **up to 5 days** from when they are notified of the summons and until the interview itself to respond and confirm their attendance or propose another time.

3. **Recording.** Student are informed that the verification interview will be **recorded** for the sole purpose of verification of authorship. Teaching staff should not let more than **five days** pass between notification of the summons and the interview itself.

## PHASE 2: Conducting the interview

The maximum recommended duration of the verification interview is **30 minutes**.

Step	Action	Key points for staff
<b>A. Start</b>	<b>Identification and recording</b>	The student must <b>present their identity card</b> or an official document. After verifying this document, the teaching staff member may <b>start recording</b> the interview.
<b>B. Explanation</b>	<b>Explanation of the objective</b>	Explain that the objective is to corroborate the preparation process and the student's knowledge of the activity.
<b>C. Questions</b>	<b>Analysis of the process and content</b>	Ask questions that enable students to <b>prove they are the author</b> and that they <b>understand</b> the content of their work.
<b>D. End</b>	<b>Conclusion and recording</b>	Inform the student that the recording has ended and explain the <b>next steps</b> (the decision). The recommended tool for conducting the verification interview is <b>BigBlueButton</b> (manuals for teaching and research staff: <a href="#">Enabling menu options</a> , <a href="#">Creating a BigBlueButton videoconference</a> , <a href="#">Accessing the BigBlueButton videoconference space</a> ).

## PHASE 3: Decision on authorship

The result of the verification interview is one of these actions:

- **Positive result (authorship verified).** If staff can **verify** authorship as a result of the interview, the activity is graded as usual, and maintains the original grade or the grade entered.
- **Negative result (authorship NOT verified).** If authorship **CANNOT be verified** as a result of the verification interview (thereby corroborating the initial indications), the activity receives a **Fail** grade. The competent body is notified of this decision with regard to the possible academic

effects and disciplinary measures. [Infographic on Misconduct in continuous and final assessment activities](#).

In both cases, the feedback from the verification interview must be given to the student in the feedback section of the academic activity concerned. [\[Templates for notifying students of the result of the verification interview\]](#)

## Appendix 1. Reminders

Example templates of verification interview reminders in activity instructions and classroom announcements:

**Reminder: Verification of authorship by interview**

*This activity is subject to verification of authorship, which may include verification interviews, as set out in the course plan. If the teaching staff considers it necessary, students may be summoned to an interview. This interview is to gauge the consistency between the knowledge acquired and the work submitted, and to verify authorship of the activity without any unauthorized assistance.*

*Further information is available in the course plan.*

*Proposal for the reminder to be added to academic activities*

**Reminder: Verification of authorship by interview**

*All the activities in this course are subject to verification of authorship, which may include verification interviews, as set out in the course plan. If the teaching staff considers it necessary, students may be summoned to an interview. This interview is to gauge the consistency between the knowledge acquired and the work submitted, and to verify authorship of the activity without any unauthorized assistance.*

*Further information is available in the course plan.*

*Proposal for a reminder as an announcement in the classroom*

## Appendix 2. Student notifications

Student notifications will vary, depending on the procedure chosen by the teaching staff:

- 1) If the procedure chosen is to grade the activity with an "N" and report it in the publication of the grades, the first communication will take place in the classroom, through the activity feedback area. This is where the student will be informed of the beginning of a verification process, and the invitation to a verification interview to clarify the situation.

### Important notification about your activity

A verification process related to the authorship of the activity you submitted has begun. You will be invited to a verification interview to clarify the information related to your activity.

You will receive an email with detailed information about the interview (including options for the date and time). We recommend that you read this email carefully as it will help you prepare for the interview.

Please feel free to contact me if you have any questions.

### *Proposal for notification to the student in the activity feedback area*

After the student has been notified in the activity feedback area, they must be sent an email with the specific details of the invitation to the verification interview. This email must include at least two alternative dates and times for the interview, the platform where it will take place, and all the relevant information to ensure that the student is ready for the interview.

### **Subject: Invitation to verification interview – [Course name]**

Dear [Name],

I'm writing to let you know that, as set out in course plan for [course name], we have detected signs of copying or plagiarism in the [activity or test] you submitted. As a result, we have decided to conduct a verification interview. The purpose of this interview is to ensure consistency between the content presented and your knowledge, and confirm the originality of your work.

I can offer the following times for the interview:

- [Date and time option 1]
- [Date and time option 2]
- [Date and time option 3]

Please confirm which of these alternatives suits you best.

**Interview details:**

- Platform: The interview will take place using BigBlueButton on Canvas (see the guide for access to the videoconference attached).
- Approximate duration: 30 minutes.

During the interview, you will be asked questions about both the specific content of the activity and the study materials required (reading material, presentations, learning resources, etc.), in order to verify your authorship.

**Remember:**

- You will have to identify yourself with your identity card or an equivalent valid official document at the beginning of the interview.
- The interview will be recorded in order to provide evidence that it has taken place and of its content.
- This interview will not be further assessment, but a process to verify the authorship of the activity.
- The activity and/or course may be assigned a Fail grade (D/0) if any inconsistencies or misconduct are confirmed.

Finally, remember that **failure to attend** or **withdrawal** from the interview will lead to the activity or the course being receiving a Fail (D/0) grade.

Please contact me if you have any queries.

Regards,

[Teacher's name]

[Course name]

*Proposal for notification to the student via email*

- 2) If the teaching staff decide to carry out the interviews during the correction period, the first notification will not be provided in the academic activity feedback area, but instead directly by email.

## Appendix 3. Templates for notifying students of the result of the verification interview

The following templates have been taken from the [Proposed templates for misconduct notification \(Teaching - only in Catalan\)](#) document and provide the framework for the communications which take place in the feedback area for the academic activity subject to verification of authorship.

Situation	Template:
Verification of authorship OK	<p>Hello, [Name].</p> <p>I'm writing to let you know that the [originality/authorship] of your continuous assessment activity [number] was confirmed in the interview you attended on [DD/MM/YYYY]. This means that you will be able to see the grade of the activity in the <i>Grades</i> section of the classroom.</p> <p>Regards,</p>
Verification of authorship KO	<p>Hello, [Name].</p> <p>I'm writing to let you know that the [originality/authorship] of your continuous assessment activity [number] was not confirmed in the interview you attended on [DD/MM/YYYY]. As a result, and as stipulated in Article 113 of the UOC's Academic Regulations, the activity has received a Fail grade.</p> <p>Remember that this conduct constitutes a violation of the UOC regulations on acceptable behaviour and may lead to disciplinary proceedings.</p> <p>Regards,</p>
Continuous assessment activity failed	<p>Hello, [Name].</p> <p>I'm writing to let you know that misconduct has been identified in your continuous assessment activity [number].</p> <p>Specifically, we have found that [brief description or example of the misconduct].</p> <p>As a result, and as stipulated in Article 113 of the UOC's Academic Regulations, the activity has received a Fail grade.</p> <p>Remember that misconduct in assessment constitutes a violation of the UOC regulations on acceptable behaviour and may lead to disciplinary proceedings.</p> <p>Regards,</p>
All continuous assessment failed	<p>Hello, [Name].</p> <p>I'm writing to let you know that misconduct has been identified in your continuous assessment activity [number].</p> <p>Specifically, we have found that [brief description or example of the misconduct].</p> <p>As a result, and as stipulated in Article 113 of the UOC's Academic Regulations, the activity has received a Fail grade. You can read</p>

	<p>about the implications of this grade in the course plan. Remember that misconduct in assessment constitutes a violation of the UOC regulations on acceptable behaviour and may lead to disciplinary proceedings.</p> <p>Regards,</p>
Final assessment test failed	<p>Hello, [Name].</p> <p>As the [coordinating professor] of the [course name] course, I'm writing to let you know that we have identified misconduct in your final assessment test.</p> <p>Specifically, we have found that [brief description or example of the misconduct].</p> <p>As a result, and as stipulated in Article 113 of the UOC's Academic Regulations, the test has received a Fail grade. You can read about the implications of this grade in the course plan.</p> <p>If you do not agree with this grade, you can request a review through the procedure <i>Assessment / Grade reviews and appeals</i> on the Virtual Campus within the stipulated period.</p> <p>Remember that misconduct in assessment constitutes a violation of the UOC regulations on acceptable behaviour and may lead to disciplinary proceedings.</p> <p>Regards,</p>
Entire course failed	<p>Hello, [Name].</p> <p>As the [coordinating professor] of the [course name] course, I'm writing to let you know that we have identified misconduct in your [final assessment test/activity {activity number}].</p> <p>Specifically, we have found that [brief description or example of the misconduct].</p> <p>In view of this situation, and as stipulated in Article 113 of the UOC's Academic Regulations, the course has received a Fail grade.</p> <p>Remember that misconduct in assessment constitutes a violation of the UOC regulations on acceptable behaviour and may lead to disciplinary proceedings.</p> <p>Regards,</p>

If disciplinary proceedings are undertaken, templates are available in the same [Proposed templates for misconduct notification \(Teaching - only in Catalan\)](#) document.