

ACADEMIC CODE OF CONDUCT
INCIDENT REPORT
NON-CENTRALLY SUPERVISED EXAMINATIONS

For all incidents occurring on or after May 4, 2015

Excerpt from Code:

III. Offences

18. Any form of cheating, or plagiarism, as well as any other form of dishonest behaviour, intentional or not, related to the obtention of gain, academic or otherwise, or the interference in evaluative exercises committed by a student is an offence under this Code. Any attempt at or participation related in any way to an offence is also an offence.
19. Without limiting, or restricting, the generality of Article 18 above and with the understanding that Articles 19 a) to l) are to be considered examples only, academic offences include, the carrying out, or attempting to carry out or participating in:
 - a. plagiarism - the presentation of the work of another person, in whatever form, as one's own or without proper acknowledgement;
 - b. the contribution by one student to another student of work with the knowledge that the latter may submit the work in part or in whole as his or her own;
 - c. unauthorized collaboration between students;
 - d. tearing or mutilating an examination booklet or an examination paper, including, but not limited to, inserting pages into a booklet or taking a booklet or a portion of the booklet or examination paper from the examination room;
 - e. multiple submission - the submission of a piece of work for evaluative purposes when that work has been or is currently being submitted for evaluative purposes in another course at the University or in another teaching institution without the knowledge and permission of the instructor or instructors involved;
 - f. the obtention by theft or any other means or use of the questions and/or answers of an examination or of any other resource that one is not authorized to possess;
 - g. the possession or use during an examination of any non-authorized documents or materials or resource or possessing a device allowing access to or use of any non-authorized documents or materials;

- h. the use of another person's examination during an examination;
- i. communication with anyone other than an invigilator during an examination or the obtention of any non-authorized assistance during an examination;
- j. impersonation - assuming the identity of another person or having another person assume one's own identity;
- k. the falsification of a document, in particular a document transmitted to the University or a document of the University, whether transmitted or not to a third party, whatever the circumstances;
- l. the falsification or fabrication of a fact or data or a reference to a source in a work.

IV. Procedures

General Provisions Governing Evaluative Exercises

- 26. It is the responsibility of members of the University to uphold academic integrity. As such, any member of the University who has reasonable grounds to believe that a student has committed an offence pursuant to this Academic Code of Conduct will promptly report his or her findings to the appropriate authority as defined in Articles 29 to 31 or 35 to 36 of this Academic Code of Conduct.
- 27. A member of the University who identifies the alleged academic misconduct may not, on his or her own authority, impose a sanction upon a student. Rather, alleged offences shall be handled only as set forth in this Academic Code of Conduct.
- 28. Every examination paper shall expressly list the materials and equipment that a student is permitted to have and use during the examination and shall indicate any special conditions relating to the examination.
- 29. An instructor, supervisor, re-evaluator or administrator who, in the course of grading a student's work or through any other means, has reasonable grounds to believe that a student has committed an offence pursuant to this Academic Code of Conduct shall complete an Academic Code of Conduct Incident Report ("Incident Report"), see Appendix A. The instructor, supervisor, re-evaluator or administrator shall forward the Incident Report to the Dean.
- 30. A Teaching Assistant who, in the course of grading a student's work or through any other means, has reasonable grounds to believe that a student studying or working under his or her direction has committed an offence pursuant to this Academic Code of Conduct shall inform the instructor of the course within which the alleged offence occurred. If the instructor believes that there are reasonable grounds to support that

such alleged offence occurred, the instructor shall forward the Incident Report to the Dean.

31. Should a person other than an instructor, a supervisor, a re-evaluator, an administrator, a Teaching Assistant or an invigilator of a centrally supervised examination have reasonable grounds to believe that a student has committed an offence, he/she may report his or her findings to the Department Chair, or equivalent. If the Chair, or equivalent, finds that there are reasonable grounds, he/she shall complete an Incident Report. The Chair or equivalent shall forward the Incident Report to the Dean.

Other Examinations

36. Where an examination is not supervised by the Office of the Registrar or where another central supervisory function is not available to deal with allegations of offences related to examinations, a student who is suspected of an academic offence during an examination shall be so informed by the individual invigilating the exam and may be required to leave the examination area immediately. The procedures for completing and filing an Incident Report shall be those set forth at Articles 29 to 31 above.

Complete this section if the offence concerns a non-centrally supervised examination:

1. Name and ID number of student: _____
2. Date of offence: _____
3. Location of examination: _____
4. Course and number: _____
5. Description of offence (Please annex any documentation and highlight as clearly as possible all relevant passages):

6. Seating location (if relevant): _____
7. Identity of unauthorized person with whom the student was communicating (if applicable): _____

8. After the student was informed that he or she was suspected of an academic offence, what comments, if any, did he or she make in your presence that are relevant to the charge?

9. Did any other person assist you during the incident? If so, please identify:

10. Did any other person witness the incident? If so, please identify:

11. Date Incident Report completed: _____

12. Your Name: _____

13. Your Position: _____

14. Your telephone number: _____

N.B.: Any person filing an Incident Report should avoid including any information he or she would not want circulated as copies of the Report are sent to the student charged with the offence, and, when applicable, to members of Academic Hearing Panels. Please note that, should a hearing be convened in regard to this offence, any witness might be asked to appear. Invigilators hired by the Exams Office will be compensated should they act as a witness.