

PLEASE NOTE: DUE TO THE ONGOING SITUATION WITH COVID-19 RESTRICTIONS AND OUR RETURN TO CAMPUS FOR THE FORESEEABLE FUTURE WITH A MIX OF ONLINE AND IN-PERSON CLASSES AND ACTIVITIES, ALL INCIDENT REPORTS SHOULD BE SUBMITTED ELECTRONICALLY WITH SUPPORTING DOCUMENTS PROVIDED IN A PDF FORMAT (IF POSSIBLE)

FACULTY: SOME HELPFUL GUIDELINES ON SUBMITTING AN INCIDENT REPORT FOR VARIOUS OFFENCES INCLUDING ZOOM- COLE PROCTORED EXAMS – REVISED NOVEMBER 2020

- Please, fill out the incident report (see below) which best corresponds to the type of incident you are reporting. **Do not, under any circumstances, alter the form itself.** You may append page(s) to the report if you prefer not to fill out a section by hand. Please indicate that you are doing so on the report itself.

Please download the appropriate form from the list below (all in PDF format).

- FORM FOR POTENTIAL VIOLATIONS THAT OCCURRED DURING CENTRALLY SUPERVISED EXAMS:

<http://www.concordia.ca/content/dam/common/docs/policies/official-policies/IR-CentrallySupervisedExaminations.pdf>

- FORM FOR POTENTIAL VIOLATIONS THAT OCCURRED DURING NONCENTRALLY SUPERVISED EXAMS:

<http://www.concordia.ca/content/dam/common/docs/policies/official-policies/IR-NonCentrallySupervisedExaminations.pdf>

- FORM FOR POTENTIAL VIOLATIONS THAT OCCURRED DURING NON-EXAMINATION RELATED OFFENCES:

<http://www.concordia.ca/content/dam/common/docs/policies/official-policies/IR-NonExaminationRelatedOffences.pdf>

- Please, note that the University's website unfortunately does not allow for the filling of forms online. The forms must be downloaded in order to complete them electronically.
- Please, complete all sections of the incident report and submit all the pages of the incident report.
- Please, submit all pages of the student's evaluative exercise (in PDF format where possible) in question.

- Please, include all supporting documentation -in PDF format where possible (i.e., pictures, chat conversations, medical notes, e-mails from and to students, additional course or assignment information/instructions)
- Whenever possible, please ensure that screenshots of web pages contain a timestamp to indicate the date on which the page was accessed.
- In all incidents of plagiarism, include the original source (scanned or PDF) of the passages in question and underline the disputed passages on both the evaluative exercise in question and the source material. All documentation and/or materials must be transmitted to both the student and to the Tribunals Office.
- In incidents of internet source plagiarism, please include not only the website addresses, but also a print-out of the precise page(s) in question, clearly underlining, in pen or with your word processing software (no highlighter please), the plagiarised sections.
- Always include your course outline (in PDF format) when submitting a completed incident report and highlight a section that refers to academic integrity.
- Please, note that because any information that is submitted on the incident report will be sent to the student and where applicable to a hearing panel, you should not include any material that is not intended for all concerned.
- Do not forget to **SIGN** the form underneath your name when submitting the incident report.
- When submitting your grades at the end of the term, please enter an **NR** (grade not reported) for undergraduate courses) or for graduate level courses, enter grades per normal; the Office of the Registrar will convert the grade to **PEND** when an academic misconduct investigation is initiated.

Dr. Anthony Noce– Lecturer and Economic Policy Coordinator for the Department of Economics, will serve as Code Administrator for undergraduate programs in the Faculty of Arts and Science as of July 1, 2023. **Dr. Philippe Caignon** – Associate Dean, Student Academic Services will stand in for the month of June 2023. Please forward reports electronically concerning Arts and Science students -undergraduate programs (not courses) to Cheryl Costello, as of June 30, 2023. Please continue to contact **Sandra Moore** (Assistant) at: sandra.moore@concordia.ca until June 29, 2023.

CONFIDENTIALITY: According to the Academic Code of Conduct, instructors cannot discuss the incident with students, but they can inform students that an incident report has been submitted.

- Instructors cannot send emails to groups of students when they want to explain that their cases involving more than one student have been referred to their faculties.
- Instructors cannot talk or write about code incidents to anyone who does not work for the Office of the Code Administrator, the Office of Student Tribunals or is from outside the university.

PROTOCOL ON SUBMITTING AN INCIDENT REPORT FOR ZOOM-COLE PROCTORED EXAMS **FOR INSTRUCTORS**

PLEASE REFER TO THE GUIDELINES FOR COMPLETING AN INCIDENT REPORT FORM FOR GENERAL INFORMATION WHEN COMPLETING THIS FORM

FORM FOR POTENTIAL VIOLATIONS THAT OCCURRED DURING NON-CENTRALLY SUPERVISED EXAMS:

<http://www.concordia.ca/content/dam/common/docs/policies/official-policies/IR-NonCentrallySupervisedExaminations.pdf>

Note: The University's website unfortunately does not allow for the filling of forms online. The form needs to be downloaded in order to complete it electronically.

Presence: Instructors are expected to be **present and available** for their students during the entire duration of a three-hour, or less, exam, and for the three first hours of a longer exam.

When these acts or movement are not explicitly permitted by the instructor, the following are examples of behaviours that instructors and invigilators watch for to **detect academic offenses** during a Zoom-Cole proctored exam:

On the **Activity Log Report**:

- Access to material on Moodle or any other forbidden website
- Repeated highly similar or identical timelines when students answer the same questions

On the **Zoom platform**:

- Students often gazing towards an area where forbidden material (books, phone, other computer) can be placed outside the camera view
- Students leaving their seat for no apparent reason and/or without permission
- Students using their phones or any unauthorised material or devices

When these behaviors are not explicitly permitted by the instructor, what to do to **document academic offenses** during a Zoom-Cole proctored exam:

- Place the student in an individual Zoom room/session
- Ask a student to move their cameras towards the area you want to check
- Take a picture, with a phone, or record the incident with Zoom
- Invigilators are required to contact the instructor immediately via the chat in Zoom

Instructors must follow the options set out in the *Academic Code of Conduct* (articles 29 to 36) adapted for the circumstances.

ACADEMIC CODE OF CONDUCT - Important Articles for Exams

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 or 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 or she shall complete an Incident Report. The Chair or equivalent shall forward the Incident Report to the Dean.

Centrally Supervised Examinations

32. Where an examination is supervised by the Office of the Registrar or where another central supervisory function is available to deal with allegations of offences related to examinations, a student who is suspected of an academic offence shall be so informed by the invigilator and shall be required to leave the examination area.

33. Communication with the student shall be restricted to requesting that he or she, in a written statement, choose one of the following options on a completed Academic Code of Conduct Incident Report, see Appendix A at concordia.ca/content/dam/common/docs/policies/official-policies/IR-CentrallySupervisedExaminations.pdf:

- a. to withdraw from the examination with the understanding that if the charge is dismissed, the student shall be permitted to take another examination for the same course at a mutually agreed upon time. Normally the exam should be written at the University's next offered exam period after the final disposition of the case; or
- b. to continue the examination under controlled conditions in another location in which case the invigilator shall provide a fresh examination booklet and shall allow additional time for the examination to compensate for any time lost. The student shall continue the examination from the point at which he or she was required to leave the examination area; or
- c. to acknowledge that the exam has been completed.

34. Should the student not indicate a choice, he or she shall be considered to have chosen to withdraw from the examination. Until such time as the student has indicated that he or she has chosen to withdraw from the examination or is deemed to have done so, he or she remains under examination conditions.

35. The invigilator shall file an Incident Report with the Dean, as defined in Article 12 of this Academic Code of Conduct and shall include all examination materials as well as any other evidence related to the suspected academic offence (**please see CONCORDIA UNIVERSITY-INCIDENT REPORT FORM - Invigilator Form included at the end of these procedures**). The invigilator may not, on his or her own authority, impose a sanction on the student.

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 examination 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.

Contact Details Below:

- If you have any questions about the form or the process for cases involving students registered in the Faculty of Arts and Science – undergraduate programs, feel free to contact Dr. Anthony Noce as of July 1, 2023 at code.administrator@concordia.ca , or in the interim, Dr. Philippe Caignon or Ms. Sandra Moore, Office Assistant (ext. 2086) email address: sandra.moore@concordia.ca until June 29, 2023. Please contact Cheryl Costello as of June 30, 2023, for Code-related issues at: Cheryl.costello@concordia.ca.

▪ ***Forward reports concerning students enrolled in:***

- **John Molson School of Business to:**
Dr. Meral Buyukkurt, Code Administrator, John Molson School of Business
meral.buyukkurt@concordia.ca
- **Fine Arts to:**
Dr. Elaine Cheasley Paterson, Associate Dean, Academic Affairs, Fine Arts S-EV-2735,
elaine.paterson@concordia.ca
- **Gina Cody School of Engineering and Computer Science to:**
Dr. Ali Akgunduz, Associate Dean, Academic Programs, Office of the Dean S-EV-2145
ali.ahgunduz@concordia.ca
- **Graduate Studies to:**
Dr. Charalambos (Charis) Poullis, Academic Code Administrator, School of Graduate Studies, email: charalambos.poullis@concordia.ca

Any queries for the School of Graduate Studies, should be directed to: Michael Jordan – Academic Governance Assistant
GM 930-37 ext. 8849 email: michael.jordan@concordia.ca

If you have any questions about the form or the process, please, contact the appropriate code administrator.

Below is a link to the **Arts and Science Academic Integrity** Webpage:

<https://www.concordia.ca/artsci/students/academic-integrity.html>

Here is a link to the **Academic Code of Conduct** PDF:

<http://www.concordia.ca/content/dam/concordia/offices/provost/docs/Academic-Code-Conduct-2015.pdf>

Here is a link to the **Academic & Community Conduct** Webpage:

<http://www.concordia.ca/conduct.html>

Here is a link to the **Academic Offences** Webpage:

<http://www.concordia.ca/conduct/academic-integrity/offences.html>