

ACADEMIC CODE OF CONDUCT
INCIDENT REPORT
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.

Centrally Supervised Examinations

[For Articles 32-34, see Appendix A, attached]

- 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. The invigilator may not, on his or her own authority, impose a sanction on the student.

Complete this section if the offence concerns a **centrally supervised examination**

(Supervisor in Examinations Office or the individual performing central supervisory functions):

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. Was the student informed that he or she was suspected of an offence and was required to leave the examination area? (Answer yes or no) _____
9. Was the student offered one the options provided for in Article 33 of the Code? (Answer yes or no) _____
10. Which option did the student choose? (please ensure that the student signs the statement which appears in Appendix A) _____

11. 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?

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

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

14. Date Incident Report completed: _____

15. Your Name: _____

16. Your Position: _____

17. 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.

APPENDIX A:

Excerpt from the Code:

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/she, in a written statement, choose one of the following options on a completed Academic Code of Conduct Incident Report, see Appendix A:
 - 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/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/she shall be considered to have chosen to withdraw from the examination. Until such time as the student has indicated that he/she has chosen to withdraw from the examination or is deemed to have done so, he/she remains under examination conditions.
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I understand the options explained above and choose:

- a) To withdraw from the examination
(Student's signature) _____
- b) To continue the examination
(Student's signature) _____
- c) To acknowledge that the exam has been completed
(Student's signature) _____

Date _____