

ACADEMIC CODE OF CONDUCT
INCIDENT REPORT
(CENTRALLY SUPERVISED EXAMINATIONS)

Excerpt from Code:

III. Offences

14. Any form of cheating, plagiarism, personation, falsification of a document as well as any other form of dishonest behaviour related to the obtention of academic gain or the avoidance of evaluative exercises committed by a student is an academic offence under this Code.

15. Any attempt at or participation related in any way to an academic offence is also an offence under this Code and shall be dealt with in accordance with the procedures set out in this Code.

16. Without limiting, or restricting, the generality of article 14 above and with the understanding that articles 16a)-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, inserting pages into a booklet or taking a booklet 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 of the questions and/or answers of an examination or of any other University-related resource that one is not authorized to possess;
- g. the possession or use during an examination of any non-authorized documents or materials 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. personation - 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 of a fact or research data in a work including a reference to a source, which has been fabricated. Falsification shall not include those factors intrinsic to the process of academic research such as honest error, conflicting data or differences in interpretation or judgment of data or of experimental design;

IV. Procedures

Provisions Governing Examinations

17. It is the duty of an invigilator to take action under the following articles when he or she becomes aware of any suspected academic offence.

18. 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.

19. Except if expressly authorized by the invigilator, a student may not speak or otherwise communicate with any person other than an invigilator.

Centrally Supervised Examinations

[For articles 20-22, see Appendix A]

23. The invigilator shall file an Incident Report with the Dean, as defined in article 8 of this Code, 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 17 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

- 20. 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.

 - 21. 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 (“Incident Report”), see [below]:
 - 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 but no later than one calendar year from the date of the filing of the Incident Report; 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.

 - 22. 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.
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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 _____