

Policy: STUDENT ACADEMIC MISCONDUCT – CHEATING DURING THE EXAMS

Members of the University community are expected to carry out their scholarly work with honesty, to meet the highest ethical standards, to respect the facts and appropriate standards of evidence, and to acknowledge the contributions and scholarship of others. As members of the University community, students are expected to demonstrate appropriate academic conduct. They are responsible for their actions, whether acting alone or in a group.

The University will vigorously investigate allegations of academic misconduct, while taking all reasonable steps to protect the rights and interests of individuals whose work or performance is questioned.

Cheating during the exams:

Cheating includes, but is not limited to the following:

1. Communicating or attempting to communicate with another individual or other individuals during an exam without the permission of the instructor or invigilator.
2. Using or attempting to use answers of another student or students, providing answers to other students, or failing to take measures deemed reasonable to the instructor or invigilator to prevent the use of one's answers by other students in assignments or examinations.
3. Using text books, materials, or technologies not sanctioned by the instructor during an examination.
4. Consulting other students, materials, or technologies during an exam outside the confines of an examination room.

RESPONSIBILITY OF THE FACULTY/INVIGILATOR

- Identifying cheating when it occurs and reporting all cheating incidences to Academic Administration.

RESPONSIBILITY OF ACADEMIC ADMINISTRATION

- Ensuring the appropriate documentation and communication takes place with the student and the parents where required.
- Ensure the penalties for cheating are enforced.

PENALTIES:

- **Cancelling the exam and Written Reprimand.** The Professor/Invigilator will cancel the exam of the student and student will receive a zero for the exam. The Professor/Invigilator reports the academic misconduct to the Academic Administration who will email a written reprimand to the student with a copy to the Professor/Invigilator. The student will be issued an Official Academic Misconduct letter which will be placed in the student's file and transfer with the student to Canada. Academic Administration will call the parents.