

Academic Misconduct Policy (EXTERNAL)

External Policy No. E.03.2022 v.2

Purpose

The purpose of this policy is to ensure that exam candidates, apprentices and trade workers are aware of and understand SkilledTradesBC's expectations regarding academic misconduct and the consequences associated with engaging in academic misconduct.

In Scope

This policy applies to all individuals attending, completing, writing, or studying for any SkilledTradesBC-administered exams, Red Seal Exams and Certificate of Qualification exams, practical exams and any other forms of assessments (Candidates).

This policy also applies to incidents of academic misconduct regarding information, documents, or records in relation to an exam or an application or other request.

Out of Scope

Where Standardized Level Exams and Certification Exams are administered by a SkilledTradesBC-designated training provider, the academic misconduct policies of that training provider apply. If a training provider does not have an academic misconduct policy, then this policy applies.

Principles

The principles of academic integrity guiding this policy include, but are not limited to:

- SkilledTradesBC's commitment to creating an examination and certification environment that is characterized by honesty, courtesy, equity, fairness, diversity, free inquiry, and mutual respect; and
- each individual's commitment to acting ethically and with integrity in pursuing their academic studies; upholding the applicable ethical code of the trade for which they are preparing; and being accountable and taking responsibility for their own actions.

Definitions

"Academic Misconduct" means any act of dishonesty or other conduct that contravenes the general principles of academic integrity which may include, but are not limited to, any of the acts listed in Section 2 below.

Policy

1. POLICY STATEMENTS

- 1.1. SkilledTradesBC will examine and take appropriate action as outlined in this policy for any incidences of Academic Misconduct.
- 1.2. Candidates must not engage in any form of Academic Misconduct.
- 1.3. SkilledTradesBC may amend this policy from time to time and will make this policy available to all Candidates on its website. Candidates are responsible for ensuring they have reviewed the most recent version of this policy.
- 1.4. Candidates are responsible for reading, understanding and complying with the requirements of this policy. A non-exhaustive list of consequences of non-compliance is included in section 4 of this policy.

2. TYPES OF ACADEMIC MISCONDUCT

It is not possible to list every instance of inappropriate behaviour constituting Academic Misconduct. Individuals who have any questions regarding what constitutes conduct in breach of this policy should contact SkilledTradesBC.

In general terms, any conduct that violates the principles of academic integrity as referenced in this policy is prohibited. Examples of Academic Misconduct include, but are not limited to, the following:

2.1. *Cheating*

Cheating means engaging or attempting to engage in any behaviour that is outside the standards of academic integrity or any dishonest practice in breach of the rules of the examination. Cheating includes, but is not limited to:

- a. obtaining answers or other similar information pertaining to the exam from another Candidate or another source that is not authorized by SkilledTradesBC prior to or during an exam;
- b. submitting the work of another person in whole or in part as their original work as part of an exam;
- c. purposefully sharing answers or other similar information pertaining to the exam with another Candidate during an exam, or regarding an exam that the other Candidate will take;
- d. working or otherwise collaborating with another Candidate on an exam unless authorized by SkilledTradesBC;
- e. bringing into or using within an exam room any devices, aids, or other materials that are not authorized by SkilledTradesBC;
- f. improper or inappropriate use of electronic devices and other forms of technology not

- authorized by SkilledTradesBC in exams;
- g. accessing an exam before being authorized by SkilledTradesBC to do so, including but not limited to improperly obtaining an exam from another Candidate or another source; and/or
- h. recording, retaining, and/or creating hard or electronic copies of, sharing, publishing and/or distributing exam content, questions, answers, materials, or information about an exam unless previously authorized in writing by SkilledTradesBC.

2.2. *Fraud and Misuse*

Fraud and misuse include forging, misusing, or improperly altering any document or record in any form that belongs to SkilledTradesBC or its training providers, or obtaining any material or service belonging to SkilledTradesBC or its training providers by inappropriate means.

2.3. *Impersonation*

Impersonation means misrepresenting one's identity and includes, but is not limited to, representing oneself as another person, having oneself represented by another person, or facilitating the impersonation of a person, in attending, completing, writing, studying for, or being assigned the results of any exam.

2.4. *Falsification or Unauthorized Modification of a Document or Record*

Falsification or unauthorized modification of a document or record means falsifying, fabricating, or in any way improperly modifying documents, records, or other information or materials in connection with an exam. It includes, but is not limited to:

- a. modifying an exam without SkilledTradesBC's authorization;
- b. altering a marked exam and requesting a re-evaluation; and
- c. misrepresenting or falsifying information, documents, or records either in writing or orally in relation to an exam or in support of an application or other request pertaining to an exam (e.g., medical notes, transcripts, etc.).

2.5. *Aiding and Abetting*

Aiding and abetting means encouraging, assisting, enabling, or causing others to engage or attempt to engage in Academic Misconduct.

2.6. *Aggressive or Unsafe Behaviour*

Aggressive, disruptive, harassing, threatening, or unsafe behaviour from a Candidate will be considered a breach of this policy.

2.7. *Failure to Comply with Corrective Measures*

Failing to adhere to any corrective measures imposed as a result of a breach of this policy will also be considered a breach of this policy and may result in one or more of the consequences listed in section 4 below.

3. EXAM COMPROMISE

- 3.1. When any confidential examination materials are intentionally or accidentally made known or distributed without authorization, an investigation is initiated and the material may be considered compromised.
- 3.2. If SkilledTradesBC has found reasonable grounds to suspect the exam integrity may have been compromised at SkilledTradesBC's discretion, SkilledTradesBC has the right to void the exam to maintain fairness and integrity of exam results for all candidates.
- 3.3. Candidates may rewrite the exam with a new version to ensure the results are valid.

4. ADDRESSING ACADEMIC MISCONDUCT

- 4.1. Upon becoming aware of an actual or potential breach of this policy, SkilledTradesBC may take one or more of the following actions:
 - a. determining whether the conduct is in breach of the policy, and if SkilledTradesBC determines no breach of the policy has occurred, closing the matter;
 - b. if SkilledTradesBC determines that a breach of the policy has occurred, imposing one or more of the consequences set out in section 4 below; and/or
 - c. if SkilledTradesBC determines in its sole discretion that the circumstances warrant an investigation, investigating the conduct in question. If an investigation is conducted, then SkilledTradesBC will provide a reasonable opportunity for the person who has engaged in the conduct to respond to the allegation as part of its investigation. Once an investigation is completed, SkilledTradesBC will determine whether a breach of the policy has occurred or not, determine any corrective measures or consequences that should be imposed, and advise those involved of the investigation findings, conclusions, and any consequences.
- 4.2. Information that is collected in connection with this policy will be maintained in accordance with applicable privacy legislation and SkilledTradesBC's Privacy Management Policy. This information will not be disclosed except to the extent necessary to address or investigate an actual or potential breach of this policy, to implement appropriate corrective actions including consequences of non-compliance, or as otherwise required or permitted by law.

5. CONSEQUENCES OF NON-COMPLIANCE

- 5.1. Any candidate who is found to have engaged in conduct in breach of this policy will be subject to corrective measures, which may include, but are not limited to one or more of the following:
 - a. an oral or written warning;
 - b. disqualification of a completed exam;
 - c. a delay period before a next exam rewrite (the period to be determined by SkilledTradesBC);

- d. suspension or cancellation of registration as an apprentice;
- e. refusal to award an industry training credential;
- f. suspension or cancellation of an industry training credential; or
- g. notification of the penalty imposed to the Candidate's employer, in certain situations as allowed under legislation and SkilledTradesBC's policies.

5.2. During an examination, Candidates caught cheating or otherwise not following the Examination Rules or invigilator's instructions will forfeit their examination, be expelled from the examination room immediately and face consequences defined by SkilledTradesBC.

5.3. Any penalty imposed will be determined by SkilledTradesBC, taking into consideration the nature, severity, and circumstances of the breach of the policy, whether the Candidate has breached the policy previously, findings from an investigation if one was conducted, and other relevant considerations as SkilledTradesBC deems appropriate.

6. PRIVACY NOTICE

- 6.1. Candidates personal information is collected, used, disclosed, and managed in accordance with B.C.'s Freedom of Information and Protection of Privacy Act.
- 6.2. Candidates personal information will be shared with other Canadian jurisdictional apprenticeship bodies, sponsor(s), educational institutions, training providers, regulatory authorities, and municipal, provincial, and federal governments where the information is required for them to fulfill their legal responsibilities or manage apprenticeship-related programs, including any incidence of Academic Misconduct or Exam Compromise as outlined in this policy.

7. REVIEWS & APPEALS

- 7.1. Persons dissatisfied with an order or decision issued by SkilledTradesBC under this policy may request a review of the decision or order on the grounds for review that are set out in the *Minister's Skilled Trades BC Regulation*, as amended from time to time. Requests for Review may only be made for certain categories of decisions or orders, outlined in section 43 of the Skilled Trades BC Act, and must be made within 30 days of receiving SkilledTradesBC's decision or order. For more information refer to SkilledTradesBC's Request for Review Policy.

For assistance, contact SkilledTradesBC Customer Service at the information listed below.

Customer Service
T: 778-328-8700
Toll Free in BC: 1-866-660-6011
customerservice@skilledtradesbc.ca

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