

## Examination Misconduct Policy

<b>PURPOSE</b>	APEGBC is committed to the prevention, detection and investigation of potential examination misconduct by applicants, members and licensees and the maintenance and enforcement of the Association's policies and procedures regarding examinations.		
<b>CREATED</b>	BY: COUNCIL	DATE: September 13, 2013	REFERENCE: CO-13-105
<b>POLICY:</b>	<p>This policy is in effect for all Association Examinations held after September 13, 2013.</p> <p>All APEGBC Examination candidates ('examinees') must confirm on their Application to Write Examinations that they have read and agree to be bound by this Policy.</p> <p>Prevention and detection measures may include monitoring and surveillance of examinations through personal and/or video invigilation, checking and copying of examinees' identification, assignment and recording of seating, photos of the examination room and examinees, and statistical analysis.</p> <p>Inappropriate behavior during or following an examination may result in actions being taken by the invigilators or testing centre or APEGBC. Inappropriate behavior and academic misconduct include but are not limited to:</p> <ul style="list-style-type: none"><li>a. copying, producing, reproducing, removing exam questions and/or responses (in any format) or taking notes about the exam from the exam room or outside the exam room</li><li>b. disclosing exam questions or responses, in whole or in part, in any form or by any means (orally, in writing, electronically, on the Internet, "brain dumping," "discussion boards" or otherwise such as but not limited to Facebook, Twitter or other forms of social media)</li><li>c. giving or receiving assistance of any kind during the examination, including copying the answers of another examinee</li><li>d. taking the examination for someone else or having the examination taken for the examinee by someone else</li><li>e. using prohibited aids such as cell/mobile phones, hand-held computers or other electronic devices, recording or photographic devices, watches, etc.</li><li>f. using prohibited study aids (test preparation materials or study materials, textbooks, notebooks, classroom notes, etc.) during the examination or accessing or attempting to access such study aids at any time after the start of the exam including but not limited to washroom breaks</li><li>g. seeking help in answering questions (in person, by phone, text, by e-mail, etc.), engaging in disruptive disturbances or causing disturbances of any kind, and/or</li></ul>		

## ● Policy

## ○ Procedure

failing to follow invigilator instructions.

Investigations of potential academic misconduct may include requiring examinees to attend an interview by APEGBC or its representative(s) and requiring examinees to provide sworn evidence as authorized by subsection 17(2) of the *Engineers and Geoscientists Act*.

Candidates who engage in inappropriate behaviour or academic misconduct may, at the sole discretion of APEGBC, be subject to any one or more of the following:

- i. reassignment by the invigilators before or during an examination of a candidate's seat or examination place
- ii. ejection from the examination place
- iii. confiscation of any material or personal belonging in the breach of the APEGBC Academic Misconduct Policy
- iv. withholding of examination results of those candidates involved until a determination has been made by APEGBC whether academic misconduct occurred
- v. cancellation of the score(s) of part or all of the candidate's examination and recording of a 'fail' result for the examination
- vi. special conditions imposed by APEGBC at its discretion for subsequent attempts at the examination or other future assessments of the candidate, including costs for special administration of subsequent examinations for the candidate.
- vii. denial of permission to participate in future APEGBC assessments for a period of time (examinations, interviews or other assessments of credentials)
- viii. denial of registration or licensure by APEGBC
- ix. reporting of the misconduct to the test provider, other appropriate professional regulatory and/or legal authorities
- x. the exercise of all available legal remedies by APEGBC and/or the test provider including cost recovery for the investigation and/or for the creation of new questions, general and special damages and injunctive relief.

APEGBC reserves the right to cancel an assessment or examination administration if it has been determined that the security of the assessment has been violated.

APEGBC reserves the right to delete from scoring any test item which is found to have been exposed to one or more candidates before the examination administration.