

**Alberta Apprenticeship and Industry Training**  
**Policy on Cheating**

**1. Purpose**

- 1.1 The purpose of this policy is to describe the consequences of cheating as it relates to examinations under the *Apprenticeship and Industry Training Act*.

**2. Definitions**

- 2.1 In this Policy,

- (a) “Act” means the *Apprenticeship and Industry Training Act*;
- (b) “cheating” means engaging, or attempting to engage, in a behaviour or behaviours that are outside the standards or rules for examinations and includes, but is not limited to,
  - (i) obtaining information from another examination candidate or an unauthorized source during an examination;
  - (ii) giving information to another examination candidate during an examination;
  - (iii) bringing into, or using within, an examination room any unauthorized electronic devices or unauthorized materials;
  - (iv) acquiring, possessing, sharing and distributing examination materials or information about an examination not authorized by staff of the Ministry of Advanced Education and Technology;
  - (v) representing oneself as another person or having oneself represented by another person in the taking of an examination;
  - (vi) recording, in any format, of examination questions not authorized by staff of the Ministry of Advanced Education and Technology;
- (c) “examination” means
  - (i) the theory and practical examinations set or recognized by the Alberta Apprenticeship and Industry Training Board in a designated trade or occupation under the Act, and
  - (ii) an examination in any program, service or training under section 15.1 of the Act;
- (d) “examination candidate” means an individual who is engaged in an examination;
- (e) “unauthorized electronic devices” include, but are not limited to cellular telephones, laptop computers, programmable calculators, MP3 players, personal digital assistants (such as Palm Pilots and Blackberries), pagers, electronic dictionaries, portable media players (such as iPods, portable compact disc players and mini disc players), and devices capable of creating digital images (such as digital cameras, cellular telephones);
- (f) “unauthorized materials” include, but are not limited to, text books, notebooks, and other written materials.

**3. Policy**

- 3.1 Cheating is inappropriate behaviour and will not be tolerated.

## **4. Penalties**

- 4.1 Penalties imposed by the Ministry of Advanced Education and Technology for cheating will be documented on the examination candidate's record and may include one or more of the following:
- (a) a written warning;
  - (b) a failing grade;
  - (c) imposition of a period of time before being allowed to challenge the examination,
  - (d) forfeiture of any fees paid to the Ministry of Advanced Education and Technology;
  - (e) notification of the penalty imposed to the examination candidate's employer or sponsoring training establishment;
  - (f) suspension of a certificate already granted;
  - (g) cancellation of a certificate already granted.
- 4.2 If a criminal act is suspected, the Ministry of Advanced Education and Technology may seek legal advice on the appropriate response, and, where appropriate, refer the matter to the police.

## **5. Appeals**

- 5.1 A person may appeal a penalty under section 4.1(a) through (e) to the Executive Director, Apprenticeship and Industry Training, whose decision will be final. The appeal must be submitted in writing within thirty days of receiving written notification of the decision being appealed.
- 5.2 A person may appeal a penalty under section 4.1(f) or (g) (suspension or cancellation of a trade or occupational certificate) under the provisions of Part 4 of the *Apprenticeship and Industry Training Act*.

## **6. Process**

- 6.1 All examination candidates are asked to provide proof of their identify containing a picture. If it appears that impersonation is being attempted, the invigilator or other authorized person will not allow the examination candidate to enter and attempt the examination and will immediately provide an oral report to the examination supervisor, followed by a written report as soon as possible to the Manager, Institution Services.
- 6.2 Invigilators or other authorized persons may, during an examination and when they have reason to believe there is cause to do so, require an examination candidate to produce proof of their identity. If it appears that impersonation is being attempted, the invigilator or other authorized person will immediately provide an oral report to the examination supervisor, followed by a written report as soon as possible to the Manager, Institution Services.
- 6.3 Invigilators or other authorized persons who suspect that one or more examination candidates are cheating during an examination, may ask them to leave the examination. The invigilator or other authorized person will immediately provide an oral report to the examination supervisor, followed by a written report as soon as possible to the Manager, Institution Services.
- 6.4 Invigilators or other authorized persons who, during or after the writing of an examination, suspect that cheating occurred during an examination, will provide an oral and a written report to the Manager, Institution Services immediately.
- 6.5 All reports will be recorded and investigated.
- 6.6 If the Manager, Institution Services, is of the opinion that penalties should be imposed, the Manager, Institution Services, will inform the Director, Institution and Division Services, who will make a decision. The examination candidate will be notified in writing within 10 days of the imposition of the penalty.
- 6.7 If a criminal act is suspected, the Director, Institution and Division Services will report the matter to the Executive Director, Apprenticeship and Industry Training who will provide further direction.