

**Procedural Guidelines for**  
**TEACHING ASSISTANTS**

**when**

**Dealing with Matters related to Academic Dishonesty**

**I. Jurisdiction**

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For the purposes of this document, 'Teaching Assistant' includes Teaching Assistants and Grader/Markers. Teaching Assistants may also undertake the role of an Invigilator during tests and examinations.

These guidelines are intended to assist a Teaching Assistant who has identified an instance of academic dishonesty by a Student in a course assisted by that Teaching Assistant. Under the Student Discipline Bylaw, the Teaching Assistant is not considered to be a disciplinary authority, i.e. **can not** ascribe a disciplinary action for academic dishonesty.

The Teaching Assistant's responsibility is to forward the matter to the Instructor of the course as soon as possible. The Instructor will be expected to provide evidence about the allegation of academic dishonesty and thus will need assistance from the Teaching Assistant to prepare and submit materials and documents as described below.

The Teaching Assistant shall **maintain confidentiality** and not discuss the matters pertaining to the case with anyone other than the Instructor or the appropriate Disciplinary Authorities.

Please refer to the Procedural Guidelines for Instructors (Section II) for further information about collecting and preparing evidence to support an allegation.

**II. How to Proceed**

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**Assignments and Laboratory Reports**

- The general rule for collaboration among Students on assignments is that a group of Students may discuss an assignment together but as long as each assignment is completed independently, Students are not violating the academic honesty policies.
- Any assignment/report that the Teaching Assistant views as suspicious (e.g., copied from another Student, copied from the web, fabricated data, strong similarities between submission from group members, etc.) is returned to the Instructor with an annotation and, when possible, proof to substantiate the anomaly (e.g., passages from paper or web sources which have been plagiarized). If more than one Student is involved, the assignments of all Students involved must go to the Instructor as a package, with copied portions highlighted.

## Term Tests

- **In all cases the Student must be allowed to finish the test.** The test grade will be required if the evidence does not support a finding of academic dishonesty. **The Instructor must not give back the test paper or post the grade until the investigation has been completed.**
- **Invigilators should be very thorough when observing Students.** All items such as calculators, pencil cases, and water bottles should be scrutinized for unauthorized course material (e.g., notes written on calculator lids or backs). Do not allow any coats or bags of any kind to be kept near the Students' seats when writing the test. These should be kept in designated places in the classroom or examination hall.
- **Unauthorized equipment and materials e.g., cell phones are not permitted. Please refer to the Examination Regulations.**
- If an Invigilator witnesses suspicious behavior during a term test, the Invigilator should take appropriate action (e.g. remove any unauthorized devices, move any Students who may be inappropriately collaborating, etc.) and immediately report the incident to the course Instructor. Allow the Student(s) to complete the test.
- The Invigilator should write up a report, similar to what is done for final exams, acknowledging that there was an incident. Ensure that the Student(s) in question sign the report upon submitting the examination and prior to leaving the examination room. Student(s) should be advised that signing the report is not an admission of guilt but rather an acknowledgement of the existence of the incident report. This report will be given to the appropriate Disciplinary Authority.
- Upon marking, any term test that the Teaching Assistant views as suspicious is passed to the Instructor who in turn will pass this on to the appropriate Disciplinary Authority. If copying is suspected the Teaching Assistant should provide the Instructor the test papers with suspected copied passages highlighted from all parties whose involvement is alleged.

## Final Examinations

- **The Dean or Associate Dean will be responsible for all investigations pertaining to acts of academic dishonesty associated with final examinations.**
- **In all cases the Student must be allowed to finish the examination.** The exam grade will be required if the evidence does not support a finding of academic dishonesty.
- **Invigilators should be very thorough when observing Students.** All items such as calculators, pencil cases, and water bottles should be scrutinized for unauthorized course material (e.g., written on calculator lids or backs). Do not allow any coats or bags of any kind to be kept near the Students' seats when writing the test. These should be kept in designated places in the classroom or examination hall.
- **Unauthorized equipment and materials e.g., cell phones are not permitted. Please refer to the Examination Regulations.**
- If an Invigilator witnesses suspicious behavior during the final examination, the

Invigilator should take appropriate action (e.g. remove any unauthorized devices, move any Students who may be inappropriately collaborating, etc.), then allow the Student(s) to complete the examination.

- Suspicious behaviour during a final examination must be documented by filling in an **Incident Report which is submitted to the Registrar's Office**. Ensure a copy of the form is kept and sent forward to the Dean/Associate Dean.
- Upon grading, any final examination that the Teaching Assistant views as suspicious is passed to the Instructor who will in turn refer the matter to the appropriate Disciplinary Authority. If copying is suspected the Teaching Assistant should provide the Instructor with the examination scripts from all parties suspected to be involved with the alleged copied answers 'flagged' or highlighted.

### **Personation**

A Teaching Assistant may suspect that there is a situation of Personation during a Term Test, Mid-Term, or Final Examination. The Invigilator should take appropriate action to review and record observations about the identification details from the Student writing the test or examination (Student Card, Student Photo, Student Name and Number). Then allow the Student(s) to complete the examination and follow the processes as outlined above regarding the filing of an incident report.

### **III. What to expect next**

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The Teaching Assistant may be asked for additional information but otherwise, the case will proceed according to the Student Discipline ByLaw procedures.

### **IV. What happens after a decision is made?**

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Normally the Instructor will receive a copy of the letter to the Student that provides the decision and the disciplinary action. The Instructor will normally be able to inform the Teaching Assistant about the outcome of the case.