



UNIVERSITY OF
TORONTO
SCARBOROUGH

Office of the Dean and Vice-Principal (Academic)

MEMORANDUM, DCD#3, 2010-11

To: Chairs and Academic Directors

From: Rick Halpern

A handwritten signature in black ink, appearing to read 'Rick Halpern', written over the printed name.

Date: 26 August 2010

Re: Procedures for Reporting Allegations of Academic Offences in Examinations

As we approach the start of the 2010-11 academic year, this memo is meant to clarify procedures for reporting examination offences. Please ensure that your faculty members are aware of at least the broad outlines of our policies. Questions or requests for clarification can be directed to Professor Eleanor Irwin, Dean's Designate; her email address is irwin@utsc.utoronto.ca.

An invigilator who discovers a possible academic offence in an examination will send a report to the Chair of the Department in which the course is offered. The invigilator may be, but is not necessarily, the course instructor.

The invigilator (designated the "instructor" in the *Code of Behaviour on Academic Matters* C.I. (a) 14 & 15) will be responsible for meeting with the student (the instructor's meeting). This may take place briefly as the student is leaving the examination. It is best to take the student into a private place for this meeting.

The Chair of the Department will sign the report to show that s/he has received and read it and will forward it expeditiously to the Dean's Designate. If the work in which the alleged offence was committed is worth 10% or less of the course grade and the sanction sought is no more than zero for the work, the Chair will investigate the incident and meet with the student.

For work worth more than 10%, or where the Chair believes that a sanction of more than zero for the work is appropriate, the Chair will send the invigilator's report with all documents related to the offence to the Dean's Designate.

The instructor of the course may be asked for clarification on the documents and will be invited to attend the student's meeting with the Dean's Designate. The course instructor is not responsible for reporting the offence unless s/he was the examination invigilator, nor does s/he hold an "instructor's meeting" with the student.

There are two circumstances in which UTSC examinations are invigilated outside of the regular arrangements. The Registrar's Office invigilates all deferred examinations. *AccessAbility* Services invigilates examinations for students registered with these services. In both these circumstances, the invigilator has the responsibility for meeting with the student and for sending reports on possible academic offences to the Dean's Designate with the documents.

A copy of the report will be sent to the Chair of the Department and the instructor will be informed of the allegation. The instructor will be invited to the meeting held by the Dean's Designate and may be asked for information in the investigation, but is not responsible for the "instructor's meeting."

In cases where a student brings an electronic device into an examination and where the student is considered not to have made use of such a device, the device should be taken from the student and returned at the end of the examination after the student has signed an "Acknowledgement of possession of unauthorized aid(s)." The signed acknowledgement is to be sent to the Dean's Designate. The Dean's Designate writes to the student.