

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 behavior or behaviors 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;
 - (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;
- (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 behavior and is not tolerated.

4. Penalties

- 4.1 Penalties imposed by the Ministry of Advanced Education 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;
 - (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 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, Policy and Standards, Apprenticeship and Industry Training, whose decision is 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*.