

Dealing With Infractions

For dishonesty in the context of **tests and examinations**, immediately intervene in situations where you have any concerns about propriety of behaviour, but where you're not completely sure that cheating is occurring. Options:

- Say something to the entire class about maintaining silence or keeping their eyes on their own paper, perhaps fixing your eyes on the suspect individual or room locations;
- Speak to an individual or cluster, indicating that their behaviour appears improper and that they will be watched closely;
- Move one or more students to a different location in the room ('up front' often works).

In situations where you (as instructor) or the invigilator are quite sure that cheating is occurring:

- Any unauthorized materials (e.g., crib sheets) should also be taken from the student[s] immediately.
- Students will be allowed to complete the examination even if a breach is suspected.
- The students involved should be identified and asked to remain in their seats at the end of the examination, at which time their examination materials should be collected and identified by the instructor or invigilator. Notations should be made by the instructor and/or invigilator to assist in documenting what was observed. (If the offence involves more than one student, it may be appropriate to ask one student to move to another location in the room, to complete the examination.) If copying from a neighbour was observed, you may want to note the seating arrangement as well.
- If the matter is identified by an invigilator, the matter should be reported to the instructor at the earliest possible time. An Exam Incident Report Form should be submitted to the instructor soon thereafter (please see tab on Exam Procedures).
- The instructor shall assess the situation and if persuaded that cheating has taken place, the instructor should
 - Notify the students that the matter is being turned over to the Associate Dean Academic and
 - Submit a written report and supporting documentation (exam materials, crib sheets, indications of copied sections if that was the case) to the Associate Dean.
- No examination grade should be entered until the matter has been heard by the Associate Dean and a resolution of the academic dishonesty charge has been concluded.

More information on academic honesty, including **Academic Dishonesty outside of Exams**, please see the following links:

[Academics | Academic Honesty](#)

[Student Services | Academic Honesty](#)

[York University | Academic Integrity](#)

