Assessment Centre
Academic Integrity Breach Protocol

The Assessment Centre Academic Integrity Breach Protocol provides an outline of the process that must be followed when an academic integrity breach occurs in the Assessment Centre.

This protocol is largely informed by:
> Sheridan Academic Integrity Policy
> Sheridan Academic Integrity Procedure

All students and applicants writing tests in the Assessment Centre (AC) will be informed about the Academic Integrity Breach Protocol at the time of booking their exams.

As defined by the Sheridan Academic Integrity Policy, **Breach of Academic Integrity refers to academic or research conduct or actions which undermine the fundamental values of academic integrity**.

Examples of Academic Integrity breaches include but are not limited to the following:

- **Consulting an unauthorized source** (e.g., textbooks, website, cheat-sheet, another Student) during a test or examination unless specifically instructed to do so by the Faculty member.
- **Communicating** verbally, or otherwise, with another Student(s) during a test or examination, unless specifically instructed to do so by the Faculty member.
- **Obtaining assistance by means of software and hardware** (e.g., digital watches, cell phones, headphones, group chats) or other aids which are not approved by the Faculty member **(Note: all electronic devices must be turned off and out of sight during exams or tests unless the Faculty member specifies otherwise).**
- **Possessing, using, or sharing materials**, resources, exam questions and solutions, technologies, or other sources which are not permitted.
- **Copying an essay**, project, visual art piece, programming code, or other type of work and then submitting it as your own work.
- **Impersonating oneself in class, in a test or examination**, or in connection with any other type of assignment in a course. Both the impersonator and the individual impersonated may be sanctioned.
- **Unauthorized use of Artificial Intelligence**.

In the event of a suspected Academic Integrity Breach, the Assessment Centre Staff must follow the steps outlined below. It may require the involvement of more than one staff member.

Immediate Steps:
1.   Approach the student and investigate the potential breach.

2.   Evaluate the potential breach:

   A. **If the breach is obvious and confirmed by the AC staff**, stop the test, collect the evidence and proceed to **Next Steps**.

   B. **If the breach is suspected and not confirmed by the AC staff**, instruct the student to remove any unauthorized items (cell phone, textbook, notes) and allow them to put those out of sight and out of reach (lockers, shelf, invigilator desk), close the unauthorized browser, etc.

       Allow the student to finish the exam, unless the instructor has specified that they must stop writing immediately.

3.   Let the student know that their instructor will be made aware of the Incident.

Next Steps:
1. In accordance with the Sheridan Academic Integrity Procedure, when Assessments are Invigilated by a Third Party (Sheridan Assessment Centre or on behalf of the Faculty), the following steps must be followed:

   • The invigilator must provide the Faculty member responsible for the course **with all pertinent details of the occurrence including the original copy of the assessment and any supporting evidence and/or documentation.**
   • **This information should be provided as soon as possible but no later than 2 business days after the completion of the assessment**.
   • In addition to providing the information above, the person who invigilated the test shall send an email to the Faculty immediately following the assessment in which the suspected AI breach occurred.

2. Additionally, the AC staff shall **email the Incident Report to**:

   • **Admissions Advisor**, if the breach occurred during admissions testing.
   • **Accessible Learning Advisor**, if the student is registered with AL.
   • Copy email to the campus Lead, Olga Bukovynskyy and Janice Fennell

3. **Save the Incident Report** to the Shared drive

4. **Print and attach the Incident Report** to the test (if test is paper based)

Additional Support
If you have any questions about these Guidelines, please contact the Assessment Centre at each campus:
Trafalgar Road Campus (Oakville): trafac@sheridancollege.ca
Davis Campus (Brampton): davisac@sheridancollege.ca
Hazel McCallion Campus (Mississauga): hmcac@sheridancollege.ca