

## **Frequently Asked Questions**

### **Examination Integrity and Compromise**

#### **1. What are the integrity-related expectations for examination candidates?**

Examination candidates are expected to uphold the highest standards of honesty, professionalism, and compliance during the examination process. This includes:

- refraining from any form of cheating, misrepresentation, impersonation or unauthorized collaboration
- refraining from sharing any information about the exam or its contents with others during or after the exam session
- following all instructions provided by invigilators and complying with all exam security protocols
- avoiding the use of unauthorized materials, devices, or aids, including digital applications or physical notes
- maintaining proper conduct during the examination, such as avoiding suspicious behaviour, following seating arrangements, and adhering to time limits
- ensuring that any accommodations used are approved in advance by Skilled Trades Ontario (STO), and
- immediately stopping the examination when instructed by an invigilator and complying with any integrity-related processes that may be necessary.

#### **2. What is the difference between an examination incident and an examination misconduct?**

An examination incident is a one-time, non-deliberate deviation from established examination protocols that may disrupt the standard examination flow or violate examination rules.

An examination misconduct is any deliberate action or violation of protocols intended to gain an unfair advantage by compromising or undermining the integrity of the examination process.

Examination incidents are less severe compared to examination misconducts. All misconducts must be reported to STO at the earliest opportunity without disrupting the exam session.

Incidents must also be reported to STO following established procedures for responding to an examination incident.

#### **3. Are staff responsible for an examination candidate's lost, damaged or stolen property that may occur during an exam session?**

Examination candidates are discouraged from bringing personal belongings and are solely responsible for any personal property that enters an exam session. STO will make best efforts to provide a safe location for examination candidate's personal property. Additionally, invigilators should make every effort to ensure that examination candidates' personal property is accounted for before, during and shortly after the exam session ends.

#### **4. How is the examination candidate notified?**

The examination candidate will be notified in writing of the committed misconduct, which may include email, mail, or other official written communication channels. The notice will detail:

- the nature of the examination misconduct
- the imposed sanction(s), if applicable, and
- any corrective action that must be completed within a designated timeframe by the examination candidate prior to any re-examination, if applicable.

The notice the examination candidate receives will also specify the date on which they are eligible to reattempt the exam, if applicable.

**5. Are examination candidates allowed to appeal the outcome of an administrative review?**

Examination candidates are only allowed to appeal an administrative review if one or more of the following occur:

- the candidate can provide credible evidence that could reasonably affect the outcome of the decision
- the candidate can provide evidence of a procedural error that occurred during the examination that may have initiated or contributed to the examination misconduct, or
- there is documented evidence of administrative errors that may have impacted the initial administrative review or the issuance of the sanction(s).

Examination candidates must submit their appeal within 30 calendar days of receiving the official notice relating to the examination misconduct.