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001		Academic Integrity Policy #A-24
	•	information relevant to the examination in such a way that they may be red during the exam;
	using a	an aid(s) not permitted by an instructor;
		or possessing an examination question sheet, solution set, or a completed without permission from the instructor;
	•	ing, distributing or receiving an examination, test or course materials that are paration or storage for a future academic assessment;
	making	g answers available to other students;
	failing	to make a reasonable effort to protect answers from misappropriation;
		tting identical, or essentially identical, assignments for evaluation, unless ized by the faculty member responsible for the course;
	allowin	ng or paying someone else to complete assigned work for you;
	prepar	ing essays, assignments, etc. for submission by another student;
		tting work for credit as a group will normally receive a grade that is recorded cally for each member of the group, unless the work is misrepresented as a effort.
C.	produced wirepresent yo	ng without Permission : Work required to be completed independently is ith unauthorized assistance from others. As a student, you are expected to our work honestly. Each instructor will set the limits for collaboration according Il design of the course and the purpose of each assignment
d.		Isiness day: Monday to Friday, excluding Saturdays, Sundays, statutory any other day Northern has publicly acknowledged that it is closed.
e.		heating: d by a third party on their behalf and submitted for academic credit. It may e paid to a third party.
f.	Facilitating	Academic Dishonesty/Misconduct: The act of knowingly or negligently
	committing a	academic misconduct.

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- g. **Falsification of data and information** is the alteration or misrepresentation of data or information.
- h. Falsification:

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NOTE:

Correspondence (electronic, written and verbal) and conversations between all parties will be carried out in a private and confidential manner.

Both parties may be accompanied by a support person throughout the process. However,

or faculty member.

V. ACADEMIC INTEGRITY OFFENCE SANCTIONS

- 1. integrated model, grounded in a teaching and learning approach. As such, the sanctions are also grounded in these principles, and imposed according to the nature and extent of the academic integrity offence. Repeated academic integrity offences will result in progressive sanctions.
- 2. Academic sanctions may include one, or more, of the following which will be issued based on the severity of the offence.

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4. The circumstances surrounding each case of an academic integrity offence may vary to a significant degree. The sanctions imposed should reasonably reflect these circumstances. These guidelines are not intended to restrict the authority or flexibility of the Program Dean in

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Communication with Student(s) taken:

Faculty Recommendations for resolution of the incident:

If the student(s) do not agree with the Academic Integrity Report by refusing to sign it, the student(s) have the option to complete the Student Response to the Academic Integrity Report. The process will move to Step 4 with the faculty member submitting the Academic Integrity Report and supporting documentation to the Program Dean and the student(s) having the option of submitting the Student Response to the Academic Integrity Report to the Program Dean within the specified timeframe outlined in Section IV of the Academic Integrity Procedure document.

Faculty Signature:

Date:

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Student completion of the Student Response to the Academic Integrity Report is optional.

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Test / Exam Cover Page

The evaluation of a student through a test, examination, or other means is built on the premise that work submitted by the student is their own work.

Take precautions to ensure that you have eliminated all possible means to cheat for this evaluation. Consult your professor before testing begins if you have any questions on what defines authorized materials permitted for this test.

Ensure that your person and workspace (desk, lab bench, computer desk) are free and clear of anything that could be perceived as a means to cheat (e.g. phones, smart watches, water bottles, hats, unauthorized calculators, etc.). All backpacks, textbooks, notebooks, cellphones etc. are to be placed at the front of the classroom unless other specific directions have been provided.

Do not communicate with any person(s) other than the professor/invigilator(s) during the evaluation. *Any* communication with others beyond the professor/invigilator(s) even translating or explaining a question to another student -- is an act of academic dishonesty.

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