Academic Misconduct Policy

Policy Title: Academic Misconduct Policy	**Description:** Academic misconduct is inappropriate behaviour. The Saskatchewan Apprenticeship and Trade Certification Commission maintains an academic misconduct policy to preserve the integrity of the apprenticeship system.	
Approved by: Senior Management Team	**Effective date:** December 1, 2020 **Last review date:** October 26, 2026 **Next review date:** December 1, 2029	**Total # of Pages -** 6
Authority: (governing legislation and /or regulations) *The Apprenticeship and Trade Certification Act, 2019* *The Apprenticeship and Trade Certification Regulations, 2020* *The Apprenticeship and Trade Certification Commission Regulations, 2026*		
Senior Management Accountability: Chief Operating Officer		

Purpose of Policy

The purpose of this policy is to describe the consequences of Academic Misconduct as it relates to the technical training and Examinations administered under the Act.

Scope

Clients involved in the apprenticeship program - apprentices, upgraders, trade qualifiers, tradespersons, journeypersons, employers, and associations.

Training Providers deliver technical training for the SATCC. They may be instructors, program heads, or other administrators.

SATCC staff – Operations, Communications, and Client & Corporate Services

Policy

1. Definitions
   (a) "Academic Misconduct" means acts of dishonesty or misconduct that contravene the general principles of academic integrity and which include but are not limited to any of the acts listed in Clause 3 (including Subclauses 3.1 to 3.5 inclusive) of this policy.

   (b) "Act" means *The Apprenticeship and Trade Certification Act, 2019* and includes any successor legislation.

   (c) "Examination" means any examination or other forms of academic testing or grading administered by the SATCC or its Training Providers, including but not limited to the theory and practical examinations in a designated trade, subtrade, or occupation, examinations in any program or training, and Interprovincial Examinations (i.e., Red Seal Examinations), whether currently in use or no longer in use.

(d) "Prohibited Material" means any material that Students are not authorized to access or use, including but not limited to Examinations, copies of Examinations, or other forms of information pertaining to academic programs or Examinations that are obtained from a source other than the SATCC or its Training Providers, except for materials specifically permitted by SATCC or its Training Providers.

(e) "SATCC" means the Saskatchewan Apprenticeship and Trade Certification Commission and any of its successors or assigns.

(f) "Student" means any individual attending training or testing with SATCC and/or its Training Providers and includes but is not limited to apprentices, upgraders, trade qualifiers, tradespersons, and journeypersons.

(g) "Training Provider" means any academic institution, school, or agency which delivers technical training on behalf of the SATCC. Examples include but are not limited to Saskatchewan Polytechnic and Saskatchewan Indian Institute of Technology.

2. Purpose

The SATCC considers Academic Misconduct to be a serious infraction of the integrity of the apprenticeship and certification of Students. A lack of familiarity with what is considered Academic Misconduct does not constitute a defense against an infraction of this policy. Therefore, it is each Student's responsibility to understand the principles of Academic Misconduct and to conduct oneself in a manner that upholds these principles to their highest standard.

The SATCC is committed to creating an academic and certification environment characterized by honesty, civility, diversity, free inquiry, freedom from harassment, and mutual respect. This policy outlines the basic responsibilities of Students as members of the academic environment, provides a guide to what constitutes inappropriate Student conduct, and identifies penalties which could be invoked and applied if Students engage in such unacceptable behaviour. Each Student is responsible for their own conduct.

Each Student is expected to read, understand, and comply with all policies, procedures, academic regulations, and program requirements of the SATCC as well as any of its Training Providers. Academic integrity requires Students to be honest and responsible in all learning environments. Academic institutions exist to help Students learn, and grades exist to show how fully this goal is attained. Therefore, all work and all grades should result from a Student's own acceptable behaviour including their understanding and effort.

The principles of academic integrity include but are not limited to:

(a) acting ethically and with integrity as Students pursue their academic studies;

(b) upholding the ethical code of the trade for which Students are preparing; and

(c) being accountable and taking responsibility for Students' own actions.

3. Academic Misconduct

All forms of Academic Misconduct are considered serious offences. Examples of Academic Misconduct are described below, although other examples of conduct which are not explicitly described here may also be considered Academic Misconduct based on violation of the principles of academic integrity.

3.1. *Cheating*
Cheating constitutes Academic Misconduct and means engaging, or attempting to engage in, behaviour that is outside the standards or rules for Examinations and includes but is not limited to:

(a) acquiring, possessing, sharing, or distributing any Examinations, Examination materials, information about any Examinations, Examination questions, or Prohibited Materials without authorization of the SATCC or its Training Providers prior to, during, or following an Examination;

(b) obtaining assistance by means of documentary, electronic, or other aids which are not approved by the SATCC or its Training Providers, such as bringing into an examination room any Prohibited Materials respecting the subject matter of the Examination or any other aid likely to assist a Student in answering an Examination question unless the materials or aid are expressly permitted by the SATCC or its Training Providers;

(c) using for personal advantage or communicating, knowingly conveying, or disclosing to another person, directly or indirectly, any advance information respecting the contents of an Examination prior to or during the Examination sitting;

(d) copying another person's answer to an Examination question;

(e) writing or entering information, while in the examination room, on any surface other than an electronic keyboard, paper answer sheet, or calculation paper furnished by the invigilator for use in the Examination, or recording by any means whatsoever information respecting any questions on the Examination or answers to any questions on the Examination for removal from the examination room;

(f) removing a record of information, in any form, from the examination room respecting any questions on the Examination or answers to any questions on the Examination;

(g) colluding as an individual or group to document and discuss Examination questions with other Students, apprentices, employers, co-workers, instructors, etc., after writing the Examination; or

(h) gaining or attempting to gain an improper advantage in an Examination or other evaluation through the access or use of any Prohibited Materials.

3.2. *Aiding and Abetting*
Aiding and abetting constitutes Academic Misconduct and means encouraging, enabling, or causing others to do or attempt to do any of the acts noted in this policy with intent to mislead a faculty member, academic unit, program, office, committee, Training Provider, or the SATCC as to a Student's academic status, qualifications, actions, or preparation. Without limiting the generality of the foregoing, knowingly aiding, or abetting anyone to breach academic integrity shall itself be considered Academic Misconduct.

3.3. *Fraud and Misuse*
Fraud or misuse of academic information constitutes Academic Misconduct and means forging, misusing, or altering any document or record, in paper or electronic form, belonging to the SATCC or its Training

Providers or obtaining any material or service belonging to the SATCC or its Training Providers by inappropriate means.

3.4. *Impersonation*
Impersonation constitutes Academic Misconduct and means holding oneself out to be another person in an interview, class, or Examination or in connection with any other type of assignment or placement associated with a course or academic program put on by the SATCC or its Training Providers. Regulatory and/or disciplinary action may be taken against both the impersonator and the individual being impersonated.

3.5. Falsification or Unauthorized Modification of an Academic Document or Record
Falsification or unauthorized modification of an academic document or record constitutes Academic Misconduct and means falsifying, fabricating, or in any way modifying, either through omission or commission, an Examination, transcript, grade, letter of recommendation or similar document, degree, physician's letter/form, application, or any other document used in support of an academic application, record, petition, appeal, or other endeavor into a program or course administered by the SATCC or its Training Providers.

3.6. Aggressive or Unsafe Behaviour
Aggressive, disruptive, harassing, threatening, or unsafe behaviour from a Student will be considered a breach of this policy.

4. Exam Compromise

4.1. When any confidential examination materials are intentionally or accidentally made known or distributed without authorization, an investigation is initiated and the material may be considered compromised.

4.2. If the SATCC has found reasonable grounds to suspect the exam integrity may have been compromised, at the SATCC's discretion, the SATCC has the right to void the exam to maintain fairness and integrity of exam results for all candidates.

4.3. Students, if considered eligible, may rewrite the exam with a new version to ensure the results are valid.

5. Violation of this Policy

No Student shall engage in any form of Academic Misconduct described in this policy or otherwise disregard or violate this policy.

6. Violation of Policies of Training Providers

No Student shall disregard or violate any policies pertaining to Academic Misconduct or similar conduct that are developed, used, or implemented by any Training Provider. Violation of any such policies will be treated as a violation of this policy and such conduct will be subject to the penalties in this policy.

7. Consent

No Student shall misappropriate, destroy, or damage educational resources or possess or use academic property or other property of any member of the academic community that has been acquired in

connection with an academic activity without appropriate consent or authority from the person or entity to which the property belongs.

8. Interprovincial Examinations (i.e., Red Seal Examinations)

Under no circumstances would an Interprovincial Examination (i.e., Red Seal Examination) of any sort, in whole or in part, current or expired, ever be made available for study purposes other than the practice questions located on the official Red Seal website. If a Student encounters an Interprovincial Examination, in whole or in part, or an exam or portion of an exam being presented as such, outside of a sanctioned examination sitting or the Red Seal website, the Student is required to immediately notify the SATCC.

9. Failure to Comply

Penalties imposed by the SATCC in relation to Academic Misconduct, whether the conduct occurs during technical training or the writing of or studying for Examinations, may include but are not limited to one or more of the following:

(a) a written warning;

(b) a failing grade;

(c) a suspension period of one (1) to three (3) years before eligibility to rewrite the examination is considered. The length of the suspension and consideration of eligibility shall be determined by SATCC based on the nature, severity, and circumstances of the breach of this policy.

(d) suspension of an apprenticeship contract;

(e) suspension or cancellation of a journeyperson certification;

(f) notification of the penalty imposed to the person's employer; and,
(g) any other action deemed appropriate by the commission.

Any penalty imposed will be determined at the sole discretion of the SATCC based upon its investigation of the circumstances and the severity of the Academic Misconduct. The SATCC will, when appropriate, work with its Training Providers in investigating alleged misconduct. In any event, this policy applies to all Students.

The SATCC may, for public safety reasons, make public any relevant penalties issued which involve the suspension or cancellation of apprenticeship contracts or journeyperson certifications.

The SATCC may, in accordance with applicable privacy legislation, disclose only the personal information reasonably necessary to apprenticeship authorities in other jurisdictions regarding incidents of academic misconduct or exam compromise. This may include the identity of the individual(s) involved, the nature and circumstances of the misconduct, the findings of any investigation, and any resulting penalties or sanctions. Such disclosures may be made to protect the integrity of nationally administered examinations and interprovincially recognized certifications where the misconduct may have implications beyond Saskatchewan.

10. Jurisdiction

This policy governs the conduct of all Students in educational-related or other activities operated under the SATCC or its Training Providers' auspices at any location including but not limited to those locations used for technical training and/or administration of Examinations.

Roles and Responsibilities

The SATCC positions that own the policy: Chief Executive Officer, Chief Operating Officer, Senior Management Team

The SATCC areas that provide guidance respecting the policy are Operations, Communications & Marketing and Client & Corporate Services

The SATCC units that are accountable to follow the direction set out in the policy are: Apprenticeship Services, Communications & Marketing, Governance, Research & Client Services, Innovation & Inclusion, Program Development, and Program Integrity.

Procedures

An invigilator who observes a student engaging in academic misconduct during an examination may require the student to discontinue writing immediately and leave the examination room. The invigilator will advise their supervisor of the incident.

The examination of a student observed engaging in academic misconduct will not be marked.

Any incidents of academic misconduct brought to the attention of SATCC staff, through a training provider, a client, or general inquiry, should be forwarded to the Chief Operating Officer for review.

Reference Documents

The Apprenticeship and Trade Certification Act, 2019
The Apprenticeship and Trade Certification Regulations, 2020
The Apprenticeship and Trade Certification Commission Regulations, 2026