

Below is a succinct summary of what you should do if you suspect someone of cheating or plagiarizing. For your information I have also added in what happens after you have charged someone with a breach academic honesty. The information described herein is gleaned from the Senate policy and the Registrars office protocols. For details about the Senate Policy on Academic Honesty see <http://www.yorku.ca/secretariat/policies/document.php?document=69>

Protocol if you suspect a student of cheating

If the invigilator observes that the student is receiving illegal assistance during the test/exam then

1. If intervention is warranted, it must be undertaken in the presence of another invigilator so that there may be a witness to the intervention.
2. Explain to the student that they are in possession of an unauthorized aid and confiscate it immediately.
3. Tell the student that the incident will be documented and if the course director is not present, tell the student that the documentation will be forwarded to the course instructor. **DO NOT ACCUSE THE STUDENT OF CHEATING.**
4. The student should be permitted to continue the test/exam but the invigilator must confiscate the answer booklet(s) or scantron sheet the student was using up to that point.
5. Give the student a new examination booklet, scantron sheet so that the student may continue to write the test/exam. This action must be recorded on the impounded examination book and/or test/exam materials.
6. Make a record of the incident. Describe the situation, complete with date and time. Sign and date the document and indicate the witness name (invigilator or staff member). Provide this information to the course director.
7. The course instructor writes up a report indicating what happened and forwards this information to the director of the undergraduate program (updpsyc@yorku.ca) and cc's the program assistant (Valerie Thomas at vthomas@yorku.ca).
8. The program assistant will put a block in place so that the student may not drop or deregister from the course nor withdraw from the university nor may transcripts be released to the student until a decision is made.
9. An exploratory meeting will be held chaired by the UPD with the course director and student and their representatives (if any) to determine if there is clear and compelling evidence a breach of academic honesty occurred.
10. If reasonable and probable grounds exist a charge of breach of academic honesty shall be recommended.
11. At the exploratory meeting, recommended penalties can span from written disciplinary warning/reprimand to failure in the course. If the student admits guilt and agrees to the recommended penalty all documents are submitted to the Faculty of Health Academic Honesty panel

for review. After review, the file is forwarded to the Chair of CEAS for approval. The review determines whether the recommended penalty is within the appropriate penalty range and that proper procedures have been followed. If so, the recommended penalty is normally accepted and imposed by the Chair of CEAS without hearing.

12. If a course director would like to recommend a stronger penalty than a grade of F in the course, the Academic Honesty Panel at the faculty level will need to review and ratify the file. More serious penalties range from permanent grade of record to withholding or rescinding a York degree, Important factors to be considered when recommending a penalty include: extent of violation, student academic experience, student's acceptance of responsibility for their actions, etc.
13. If the student does not admit guilt to a breach of academic honesty or disagrees with the proposed penalty then the file is forwarded to the Faculty of Health Academic Honesty Panel for review. The student and course director must forward a written submission regarding penalty within one week of the Exploratory Meeting date. All documentation is referred to Panel for determination of a penalty.

Protocol if you find that a student has plagiarized material on an assignment/paper

1. If it is the TA who is correcting the paper/assignment they need to bring their suspicions to the attention of the course director.
2. Describe the details in writing. Highlight the plagiarized sections on a copy of the students' paper.
3. If a student is suspected of plagiarism, a copy of the plagiarized source is required as evidence.
4. The course instructor writes up a report indicating the circumstances including an indication of what the value of the assignment was, a summary of what was plagiarized and approximately how much was plagiarized and forwards this information to the director of the undergraduate program (updpsyc@yorku.ca) and cc's the program assistant (Valerie Thomas at vthomas@yorku.ca).
5. The program assistant will put a block in place so that the student may not drop or deregister from the course nor withdraw from the university nor may transcripts be released to the student until a decision is made.
6. An exploratory meeting will be held chaired by the UPD with the course director and student and their representatives (if any) to determine if there is clear and compelling evidence a breach of academic honesty occurred.
7. If reasonable and probable grounds exist a charge of breach of academic honesty shall be recommended.
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