

14.0 Academic Integrity

14.1 Academic Integrity Policy

The University has adopted a policy to deal with allegations of academic misconduct. This policy is expressed in the document *Carleton University Academic Integrity Policy*, effective July 1, 2006 and last updated on June 26, 2015. The policy describes in detail its scope of application, principles, definitions, rights and responsibilities, academic integrity standards, procedures, sanctions, transcript notations, appeal process, and records implications.

The complete policy is available at: <http://carleton.ca/senate/wp-content/uploads/Academic-Integrity-Policy1.pdf>

14.2 Examination Regulations

The University is committed to ensuring fairness and consistency in the completion of examinations. As part of this commitment, students are required to follow proper examinations procedures. An instructional Offence may occur by breaking one of the following formal examination rules that are also included on the back of the examination booklet. Students who believe they qualify for an equity exemption from any of these rules should register with the appropriate department within the required notice period prior to each examination period: Equity Services for Family Status or Religious Observance (carleton.ca/equity); or Paul Menton Centre for Students with Disabilities (carleton.ca/pmc).

Only authorized individuals, registered support persons, service animals and adaptive devices will be permitted into Examination Sites. For the purpose of this Regulation authorized individuals are students registered in the course being examined, instructors and their assistants, and staff of the University. Any student who requires a support person, service animal or adaptive device during an examination is required to register with the Paul Menton Centre for Students with Disabilities (carleton.ca/pmc), and only registered support persons, service animals or adaptive devices will be permitted into examination sites as arranged in advance of the examination date.

1. You may not bring to your seat in the Examination Room, or during the examination refer to, any books, papers, audio or electronic devices or other aids unless the use of such material/equipment is authorized by the examiner on the examination paper.
2. You may not communicate in any manner with anyone except proctors or instructors from the time your examination begins until your completed examination has been collected by a proctor.
3. You must provide your own printed name, student number, and signature on the Examination Signing Sheet, and you may not leave the Examination Room until this has been done. You must also provide official identification in the form of your Carleton University Campus Card or equivalent.
4. You may not enter the Examination Room after the first half-hour of the examination.

5. You may not leave the Examination Room during the first half-hour of the examination, except under circumstances described in Rule 6 below, and you must sign the Examination Signing Sheet, as in Rule c above, before leaving.
6. If you become ill or receive word of a domestic emergency during an examination, hand in your answer books at once to a proctor and request that your examination be cancelled. In addition to appropriate supporting documentation, a "Cancellation of Centrally Scheduled Exam" form completed at the exam site is required in order to apply for a deferral. In the case of illness, arrange immediately for a medical examination so that you will have a medical certificate to support any request for a deferred examination. Applications for deferred final examinations must be made in writing at the Registrar's Office by the deadlines published in the Undergraduate Calendar.
7. The only time you may leave the Examination Room with the intention of returning is to use the washroom. You must sign out, and back in, on the sheet provided.
8. If you are still in the Examination Room during the last ten minutes of the examination, you must remain seated until your examination materials have been collected and accounted for by a proctor.
9. You must leave all unauthorized items in a place specified by a proctor.
10. You may not bring any food or drink into the Examination Room, except water in a sealed, transparent, non-breakable, unlabeled container.
11. When you have completed your examination, give a proctor all used and unused answer books and/or answer sheets and the question paper (if required) before leaving the Examination Room. Ensure that all answer books and/or answer sheets have your name and student number on them and are collected and accounted for.
12. If you have doubts about the meaning or completeness of a question, supply the material you believe you need to answer the question and state your assumption at the beginning of your answer.