

Assessment Misconduct Policy

Purpose

The purpose of this policy is to ensure that assessment candidates are aware and understand Fulford Certification's expectations regarding assessment misconduct and the consequences associated with engaging in assessment misconduct.

In Scope

This policy applies to all individuals attending, completing, writing, or studying for any Fulford Certification-administered assessments (Candidates), including but not limited to all Level A, B, C & D assessments and Certificate of Competence assessments for Rigging Fundamentals, Advanced Rigging, Turning & Drifting, Rigging Inspector, Overhead Crane Operator, Pedestal Mount Crane Operator and Hoisting with an Excavator.

Principles

The principles of assessment integrity guiding this policy include, but are not limited to:

- Fulford Certification's commitment to creating an assessment and certification environment that is characterized by honesty, courtesy, equity, fairness, diversity, free inquiry, and mutual respect; and
- each Candidate's commitment to acting ethically and with integrity in pursuing their certification; upholding the applicable ethical code of the certificate for which they are preparing; and being accountable and taking responsibility for their own actions.

Policy

For the purposes of this policy, Assessment Misconduct is defined as any act of dishonesty or other conduct that contravenes the general principles of assessment integrity which may include, but are not limited to, any of the acts listed in Section 2 below.

1. POLICY STATEMENT

- a. Fulford Certification will examine and take appropriate action as outlined in this policy for any incidence of Assessment Misconduct.
- b. Candidates must not engage in any form of Assessment Misconduct.
- c. Fulford Certification may amend this policy from time to time and will make this policy available to all Candidates on its website. Candidates are responsible for ensuring they have reviewed the most recent version of this policy.

- d. Candidates are responsible for understanding the requirements of this policy. An asserted lack of familiarity with what constitutes Assessment Misconduct will not preclude the imposition of any consequences if a breach of this policy is found.

2. TYPES OF ASSESSMENT MISCONDUCT

It is not possible to list every instance of inappropriate behaviour constituting Assessment Misconduct. In general terms, any conduct that violates the principles of assessment integrity as referenced in this policy is prohibited. Examples of Assessment Misconduct include, but are not limited to, the following:

2.1. *Cheating*

Cheating means engaging or attempting to engage in any behaviour that is outside the standards of academic integrity or any dishonest practice in breach of the rules of the assessment. Cheating includes, but is not limited to:

- a. obtaining answers or other similar information pertaining to the assessment from another Candidate or another source that is not authorized by Fulford Certification prior to or during an assessment;
- b. submitting the work of another person in whole or in part as their original work as part of an assessment;
- c. purposefully sharing answers or other similar information pertaining to the assessment with another Candidate during an assessment, or regarding an assessment that the other Candidate will take;
- d. working or otherwise collaborating with another Candidate on an assessment unless authorized by Fulford Certification;
- e. bringing into or using within an assessment room any devices, aids, or other materials that are not authorized by Fulford Certification;
- f. accessing an assessment before being authorized by Fulford Certification to do so, including but not limited to improperly obtaining an assessment from another Candidate or another source; and/or
- g. recording, retaining, and/or creating copies of, sharing, publishing and/or distributing assessment content, questions, answers, materials, or information about an assessment unless previously authorized in writing by Fulford Certification.

2.2. *Fraud and Misuse*

Fraud and misuse includes forging, misusing, or improperly altering any document or record in any form that belongs to Fulford Certification or its training providers, or obtaining any material or service belonging to Fulford Certification or its training providers by inappropriate means.

2.3. Impersonation

Impersonation means misrepresenting one's identity and includes, but is not limited to, representing oneself as another person, having oneself represented by another person, or facilitating the impersonation of a person, in attending, completing, writing, studying for, or being assigned the results of any assessment.

2.4. Falsification or Unauthorized Modification of a Document or Record

Falsification or unauthorized modification of a document or record means falsifying, fabricating, or in any way improperly modifying documents, records, or other information or materials in connection with an assessment. It includes, but is not limited to:

- a. modifying an assessment without Fulford Certification's authorization;
- b. altering a marked assessment and requesting a re-evaluation; and
- c. misrepresenting or falsifying information, documents, or records either in writing or orally in relation to an assessment or in support of an application or other request pertaining to an assessment (e.g., transcripts, prior certifications, etc.).

2.5. Aiding and Abetting

Aiding and abetting means encouraging, assisting, enabling, or causing others to engage or attempt to engage in Assessment Misconduct.

2.6. Aggressive or Unsafe Behaviour

Aggressive, disruptive, harassing, threatening, or unsafe behaviour from a Candidate during or after an assessment will be considered a breach of this policy.

2.7. Failure to Comply with Corrective Measures

Failing to adhere to any corrective measures imposed as a result of a breach of this policy will also be considered a breach of this policy and may result in one or more of the consequences listed in section 4 below.

3. ADDRESSING ASSESSMENT MISCONDUCT

3.1 Upon becoming aware of an actual or potential breach of this policy

Fulford Certification may take one or more of the following actions:

- a. determining whether the conduct is in breach of the policy, and if Fulford Certification determines no breach of the policy has occurred, closing the matter;
- b. if Fulford Certification determines that a breach of the policy has occurred, imposing one or more of the consequences set out in section 4 below; and/or

- c. if Fulford Certification determines in its sole discretion that the circumstances warrant an investigation, Fulford Certification will provide a reasonable opportunity for the person who has engaged in the conduct to respond to the allegation as part of its investigation. Once an investigation is completed, Fulford Certification will determine whether a breach of the policy has occurred or not, determine any corrective measures or consequences that should be imposed, and advise those involved of the investigation findings, conclusions, and any consequences.

3.2 Information that is collected in connection with this policy will be maintained in accordance with applicable privacy legislation and Fulford Certification's Privacy Policy. This information will not be disclosed except to the extent necessary to address or investigate an actual or potential breach of this policy, to implement appropriate corrective actions including consequences of non-compliance, or as otherwise required or permitted by law.

4. CONSEQUENCES OF NON-COMPLIANCE

4.1. Any candidate who is found to have engaged in conduct in breach of this policy will be subject to corrective measures, which may include, but are not limited to one or more of the following:

- a. an oral or written warning;
- b. disqualification of a completed assessment;
- c. a delay period before a next assessment rewrite (the period to be determined by Fulford Certification);
- d. refusal to award the associated credential;
- e. suspension or cancellation of an associated credential; or
- f. notification of the penalty imposed to the Candidate's employer, in certain situations as allowed under legislation and Fulford Certification's policies.

4.2. Any penalty imposed will be determined by Fulford Certification, taking into consideration the nature, severity, and circumstances of the breach of the policy, whether the Candidate has breached the policy previously, findings from an investigation if one was conducted, and other relevant considerations as Fulford Certification deems appropriate.

5. APPEALS

- 5.1. Candidates have a right to submit an appeal of the consequences resulting from non-compliance with this policy. Appeals must be sent via this [Non-Compliance Appeal form](#) to the Fulford Appeals Officer appeals@fulford.ca within 30 days of receiving your non-compliance decision.

Candidates who have any questions regarding what constitutes conduct in breach of this policy should contact the Fulford Certification office at:

T: 604.398.5230 | Toll Free: 1.888.952.6033 | info@fulford.ca

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