

# Certification Examination Conduct and Integrity Policy

**Policy Level:** Certification  
**Approved:** Fall 2025  
**Approved by:** Board of Directors  
**Policy No:** SC-CT-111

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## Purpose

This policy establishes the standards of ethical, professional, and respectful conduct expected of all individuals involved in Sonography Canada's credentialing examinations. These high-stakes assessments are essential for determining a candidate's readiness to meet entry-to-practice standards.

Sonography Canada is committed to maintaining the integrity, confidentiality, and fairness of the examination process. Unethical or disruptive behaviour—including but not limited to harassment, assault, bullying, or intimidation—undermines the credibility of the certification process and will not be tolerated.

## Scope

This policy applies to:

- All candidates registered for Sonography Canada's credentialing examinations.
- Examination staff, invigilators, administrators, and any individuals present at examination centers or sites.

All parties are expected to uphold Sonography Canada's values and contribute to a secure, respectful, and equitable examination environment.

## Definitions

- **Bullying:** Repeated aggressive behaviour intended to harm another individual physically, mentally, or emotionally.
- **Harassment:** Unwanted conduct affecting the dignity of any individual, including verbal, non-verbal, or physical actions.
- **Assault:** Any act that intentionally causes physical harm or threatens to do so.
- **Intimidation:** Behaviour intended to frighten, threaten, or coerce another individual.

## Policy

All parties involved in administering Sonography Canada certification examinations are expected to uphold Sonography Canada's values and contribute to a secure, respectful, and equitable examination environment.

Candidates and examination personnel must:

- Treat all individuals with dignity and respect.
- Avoid disruptive behaviour that may affect others' performance or well-being.
- Refrain from verbal abuse, threats, derogatory remarks, or discriminatory behaviour.
- Avoid physical aggression, unwanted contact, or cyberbullying.

- Not engage in coercion or manipulation intended to influence exam outcomes.

Prohibited conduct includes the following behaviours, which are strictly prohibited:

- Harassment, bullying, assault, or intimidation.
- Discriminatory actions based on race, gender, religion, disability, or other protected characteristics.
- Any behaviour that compromises the integrity or fairness of the examination process.

### Reporting

- Sonography Canada employs an examination administration company to provide testing facilities either in test centres or remotely, and to provide examination proctors in both instances. Throughout the examination, the company employs monitoring and surveillance procedures to detect and document misconduct.
- For the Canadian Clinical Skills Assessment, any staff at designated test sites or Sonography Canada representatives can submit a report about a potential incident associated with the credentialing process
- Retaliation against individuals who report misconduct is strictly prohibited and will result in disciplinary action.

### Consequences

Violations of this policy may result in:

- Immediate removal from the examination center.
- Nullification of examination results.
- Denial or revocation of credentials.
- Suspension from future examination sessions.
- Forfeiture of examination application and registration fees.
- Revocation of Sonography Canada membership.
- Legal action in cases of criminal misconduct.

### Sonography Canada's Obligations

- Sonography Canada staff will develop a formal investigation process to investigate suspected misconduct incidents with confidentiality and fairness.
  - Sonography Canada will investigate all suspected incidents and determine if a full disciplinary review is required.
  - Law enforcement may be involved in cases involving criminal behaviour.
- Sonography Canada will assist victims of misconduct to identify appropriate supports.
- Sonography Canada certification staff and its external providers will receive training on identifying and responding to misconduct.
- Examination candidates will be informed of this policy during registration and before an examination date is assigned.

### Responsibility

- The **Examinations Committee**, with Board of Directors approval, oversees examination development, administration, and immediate remediation following misconduct.

- The **Appeals and Discipline Committee**, with Board approval, investigates violations and imposes penalties.
- **Sonography Canada staff** administer this policy and may consult with external experts and providers as needed.

### **Policy Review**

This policy will be reviewed annually and updated as necessary to reflect changes in law, best practices, and stakeholder feedback.